

## **MAINE SWIMMING HOUSE OF DELEGATES Fall 2010**

**Date:** October 2, 2010

**Where:** Alford Center, Waterville, ME

**Time:** 10:00am Coaches Meeting (including presentation of Strategic Plan)

          Noon House of Delegates Meeting

### **Please bring with you:**

- 1) Meeting Agenda: Attached
- 2) Authorization to Vote Form: Only the assigned Club Representative may vote. The Club Representative or Club President may sign an Authorization to Vote in the event an alternate club representative is required for the meeting. This signed Authorization to Vote form must be presented to the Secretary at the beginning of the HOD meeting. All members of the House of Delegates must be members of USA Swimming.
- 3) Item for HOD consideration includes the proposed budget for 2010 – 11: Attached

### **Waterville YMCA – Directions**

From North:

Take 95 south to Exit 130 (Waterville/Main Street) at the light at the bottom of the ramp take a left onto R-104 (Main Street) go through 3 light shortly McDonalds will be on your right at the 4 light take a right onto Eustis Parkway at the end about  $\frac{3}{4}$  mile turn left onto North Street (Maine General Hospital will be on your right and soccer fields are straight in front of you) go about  $\frac{1}{2}$  mile and Boys & Girls Club and YMCA (Alford Youth Center) is on your right turn into the parking lot you are there.

From South:

Take 95 North to exit 130 (Waterville/Main Street) at the light at the bottom of the ramp turn right onto R-104 (Main Street) go through 2 light shortly McDonalds will be on your right at the 3 light take a right onto Eustis Parkway at the end about  $\frac{3}{4}$  mile turn left onto North Street (Maine General Hospital will be on your right and soccer fields are straight in front of you) go about  $\frac{1}{2}$  mile and Boys & Girls Club and YMCA (Alford Youth Center) is on your right turn into the parking lot you are there.

**AUTHORIZATION TO VOTE**

This authorizes \_\_\_\_\_ to represent the  
(Name of individual)

\_\_\_\_\_ at the October 2, 2010 House of Delegates Meeting.  
(Name of swim club)

\_\_\_\_\_  
(Signature of authorized representative)

\_\_\_\_\_  
(Title)

**MAINE SWIMMING INC. AGENDA**  
**House of Delegates Meeting: October 2, 2010**

- I. Introductions/Roll Call:
- II. Reading, Correction & Adoption of the Minutes:
- III. Report of Officers:
  - Treasurer, General Chair, Administrative Chair,
  - Senior Chair, Age Group Chair,
  - Registration & Membership Chair,
  - Safety Chair, Officials Chair
- IV. Report of Committees and Coordinators:
  - Coaches Rep/Disabled Swimming Chair, Zones Chair/Camp
  - Coordinator, National Times Chair,
  - Sanction Chair, Athlete's Representative(s)
- V. Presentation and approval of the annual budget
- VI. Unfinished Business:
- VII. Elections:
  - Senior Chair, Finance Chair
- VIII. New Business
  - Strategic Planning
  - Championship Meets
    - Summer Champs 2011 – dates, site
  - Nominating Committee
  - EP & P College Plan
  - Anything else
  - Date of Spring Meeting
- IX. Resolutions & Orders
- X. Adjournment

MAINE SWIMMING INC.  
HOUSE OF DELEGATES MEETING  
Spring May 15, 2010

- I. Introductions/Roll Call: All members present have signed in and no signed authorizations to vote were given to Laura Branch who was taking the minutes.

**Total BOD Members present:**

Butch Babin – HSC, Jim Willis – MDIY, Steve Elwell – UN, Laura Branch – UN, Chris Branch – UN, Thomas Branch – UN, Jay Morissette – LRSC, Judy Milliken - WCCU, Leanne Gravel – CMA, Kathryn Violette - SEAL, Fritz Homans – PBAY, Jared Felker – SEAL, Jim Gravel – UN, Matt Baxter - PPSC

**Total BOD Members absent:**

Tom Manduca – TCST, Dee Hafford – HSC, Tony Ten Haagen – UN, Robby Gravel – CMA, Rebecca Bonnett – LRSC, Lianne McCluskey – PBAY, Laura Flewelling – CMA, Uriah Eilinger – SEAL, Sean Flaherty – CMA,

**Total Members present:**

Beth Prelgovisk – MMD, John Bliss - SEAL, Cindy Sundquist - PTSC, Lori LaPointe – WCCU, A.J. Rog – SSC, Marybeth Pordon - CCSC, Buddy Whitehouse - NYCY, Mardie LaRiviere - SYT, Sally Johnson - PRY, Marie Weferling –PBAY,

**Total Members absent:**

Dick Fournier – HSC, Aaron Winslow – WCY, Chas Foehl – PPSC, Dan St. Pierre – CBRY, Eric Palmer – BYB, John Matzen – KVY, Mark Leavitt – CMA, Matt Montgomery – DEFY

Called to order: by Jim Willis

- II. Reading, Correction & Adoption of the Minutes:

No minutes from fall 2009

- III. Report of Officers:

**General Chair: Jim Willis:**

USA swimming has a 7 point plan for making sure children are safe. Make sure that your team does background checks on all coaches involved with your team. Three graduating seniors and the junior reps will be moving up and we will be looking for three new athlete reps. If you know of any that are interested the swimmers will be voting on them at summer champs. Send the names to Jared Felker. Strategic Planning for the Board of Directors is tentatively scheduled for August 20<sup>th</sup> and 21<sup>st</sup>. Peter Clark will be coming into to see what pathway Maine Swimming is heading.

**Administrative Vice-Chair: Chris Branch:**

Suggested that teams should do background checks by local police and State on anyone they hire. Banquet was held on May 1<sup>st</sup> in Auburn at the Hilton. TCST entry money from Winter Championships not turned in yet. Issues with reconciliations not being done. People are not following Policy and Procedures on this. Very serious issues on this because the team hosting the meet will not have any insurance coverage. The BOD of that team would be personally liable if anything happened.

**Financial Vice-Chair: Jim Gravel:** Jim reported that he had not received a report or a budget from the treasurer. He did report that Dee's computer crashed and that the records were gone. She does have all the papers and receipts from September. The treasurer has missed two board meetings and now the HOD meeting. Jim did note that there was nothing of concern on the bank records. Fritz asked how much money did Maine Swimming have? Jim reported that about \$ 27,000 in CD'S and \$ 35,00 to \$ 40,000 in checking account. Jim says that there was a \$ 5,000 to \$ 10,000 surplus on the 2010 budget.

**Senior Vice-Chair: Leanne Gravel:**

Gave out two scholarships to Ian Carbone and Rachel Clegg  
The cost of the Zone entries will be changed to \$ 5.00 per event and \$ 12.00 per relays.

**Age Group Vice-Chair: Tom Manduca:** No report. Was absent

**Treasurer: Dee Hafford:** No Report. Was absent

**Membership/Registration Chair: Thomas Branch**

952 Athletes Registered Year, 31 Season II, 153 Season 1.

148 non- athletes

Time Standard cards will be sent out for swimmers when they register.

Background screenings many will expire this year.

**Coaches Representative: Jared Felker:**

1. Limited Winter only Relay to A, B and C Vote 9 yes and 7 no

2. Adding 11 & 12 400 IM at this year Summer Champ on first full

Day and move 200 IM to another day. Vote 11 yes and 2 no and 1 abstentions

3. Cut times at champs

4. Open Water Championship and questioning officiating guidelines.

5. More clinics for officials needed. There are only 6 people that can run clinics.

6. There is a coach's clinic in Connecticut for \$ 50.00.

7. Reviewed high school officials clinic dates.

**Safety Chair:** No Report. Currently no Safety Chair

IV. Report of Committees:

**Officials Chair: Steve Elwell**

No dates for clinics at this time. Still searching for someone to be referee at Summer champs. Have a couple of people in mind. Have received video for training but was sent the wrong one. Steve is working with US swimming on getting them to pay for the postage to return them. When an official upgrades to a different level they will get a shirt. Everyone who officiated at Winter Championships go a thank you note from the chair. Currently there are 50 officials that are registered.

**Zones Chair: Laura Branch:**

Webster, NY April 1 - 3, 2010, 51 swimmers attended the meet. They did extremely well at the meet. There were many swimmers that returned at night. The hotel and food accommodations were excellent. Maine Swimming subsidized the trip \$18, 236.20. This included two scholarships for swimmers to attend and subsidy for Judy Milliken (Co Zone Chair, April 5, 2010). The total cost of the trip was \$ 54, 088.26. Total surplus not counting 5% refund from EPN Travel on the hotel rooms was \$ 1,451.94. MSI will receive two refund checks from EPN Travel. Next year rooms have been booked at the Hampton Inn in Webster, NY. Laura presented that this coming year we are not going to use the EPN Travel agency because hotels and restaurants are now giving better deals than they had in the past. Judy Milliken reported on the 10 and unders. Summer zone several people are interested in attending. Summer zone information will be placed on the website.

**Camp Coordinator/All Star Meet: Laura Branch:**

It was report by Jared Felker that coaches do not want a camp until the fall of 2011, because there is private camp being held this fall at Bowdoin College with Ian Crocker.

**National Times Chair: Butch Babin:**

All times are updated. People complained about the paper that was used for the records. Records are being updated and if the YMCA coaches send in their Y meet results they will be imported in the data base.

**Disabled Swimming Chair: Jared Felker: \**

Want to get Kids involved. Jared want to get all coaches in a roundtable discussion on how to get more athletes and plan for them.

**Sanction Chair: Chris Branch:**

Seacoast Swim Club cancel there meet that was scheduled for May 9<sup>th</sup>. They want to know if they can be released from the meet schedule. Chris reported that the reason is that they have had a change in staff which caused them to be not able to have the meet. Chris suggested that we allow them to cancel the meet and they be put on probation for the 2010 and 2011 season. Any rules broken they would not be able to bid in 2011 for the following year. Motion Made by Buddy and Second by Tom. 20 yes and 3 abstentions

**Athlete's Representative(s):** No report given

V. Presentation and approval of the annual budget

No budget was presented.

VI. Presentation and approval of the annual audit

No audit was done but needs to be completed from September 2009 to present.

VII. Unfinished Business:

None reported

VIII. Elections:

General Chair, Administrative Vice Chair, Senior Chair, Finance Chair, 2- At Large Chair positions, had nominations from the nominating committee. Chris stated that know one knew who was on the committee because there are no minutes from the fall meeting. The position for secretary, and safety chair is also open no nomination. Closed Election for more than one nomination.

**General Chair nomination:**

Jim Willis

**Secretary Nominations:**

Lia Langeveld and Laura Branch nominated by Fritz and second by Sally

**Administrative Vice-Chair: Nominations:**

Chris Branch and Tom Manduca nominated by Jay and second by Jared

**Finance Chair: Nominations:**

Jim Gravel

**Senior Chair: Nominations:**

Leanne Gravel and Jared Felker nominated by Tom B. and second by Butch

**At Large Positions: Nominated:**

Fritz Homans, and Tony Ten Hagen

**Board of Review Positions Nominations:**

**Alternate Member:**

Ned Johnston – MDIY

David Silk – PPSC

**Regular Member:**

Pender Lazenby - UN

Marc Robitaille - TCST

Try not to have more than one from each club. Also cannot be any one from the board.

Position Winners: Starting September 1<sup>st</sup>, 2010

**General Chair:** Jim Willis

**Secretary:** Lia Langeveld

**Admin Vice Chair:** Tom Manduca

**Finance Chair:** Jim Gravel

**Senior Chair:** Jared Felker

**Safety Chair:** Andrew Kemp

**Board of Review Positions:**

Ned Johnston – Alternate

Pender Lazenby- Regular

March Robitaille- Regular

David Silk- Alternate

Vote number unavailable on each election.

## IX. New Business

Chris made a motion that we except all recommendation made by the Board of Directors on Policy and Procedures changes and that all be adopted effective September 1, 2010. Leanne seconds it. Everything passed by 21.13 pulled by Jim W. and 2.4 pulled by Chris. 2.4 was tabled at BD.

Friendly amendment by Chris

21.13 a motion was made by Leanne that it only be at Winter Champs second by Jay  
Vote 17 yes, 2 no and 2 abstentions.

A meet committee was suggested by Lori for putting together what the meet format might look like if 10 and unders went to the Bronze meet and not State Championships.

Meet Schedule for 2010 and 2011 approved 22 yes, 0 no's and 1 abstentions 1<sup>st</sup> by Jay and 2<sup>nd</sup> by Lori. **Winter Championships:** A date was tentatively discuss but needs to be confirmed with Lynn Ruddy at Bowdoin College. She cannot make that decision until the fall.

Chris Branch resigned as Admin Vice Chair effective as of May 15, 2010.

Laura Branch resigned as Co Zone Chair, Camp Coordinator and All Star Chair effective as of May 15, 2010.

Date of Next Meeting: October 2, 2010

## X. Resolutions & Orders

None

## XI. Adjournment

Motion to adjourn this meeting of the HOD at 2:15 PM

	Prposed 2010-11	Balance Budget	Actual 2009-10
<b>Income</b>			
Banquet	\$2,000.00		\$2,550.00
Bowdoin Open	\$17,500.00	\$21,000.00	\$26,673.07
Fines	\$0.00		\$240.00
Interest	\$1,200.00	\$3,000.00	\$3,216.40
Registrations	\$70,000.00		\$66,890.95
Summer Champs	\$10,000.00		\$12,969.27
Swim Meet Surcharge:	\$5,000.00		\$4,402.95
Winter Champs	\$26,000.00	\$35,000.00	\$40,395.07
Winter Zones	\$45,000.00		\$38,454.63
Other Income			\$1,544.93
<b>Total Income</b>	<b>\$176,700.00</b>	<b>\$191,000.00</b>	<b>\$195,637.27</b>
<b>Expenses</b>			
Banquet	\$5,000.00	\$4,500.00	\$4,382.48
Athlete Support	\$10,000.00		\$9,208.23
Bank Charge	\$200.00		\$1,542.10
Bowdoin Open	\$10,000.00		\$13,616.41
Business Expenses*	\$1,000.00		\$603.80
Coaching Training	\$7,500.00	\$6,700.00	\$3,283.62
Contracts			
Accounting	\$2,000.00		
Bookkeep	\$1,000.00		
Webmaste	\$500.00		\$500.00
Contributions			\$550.00
Facilities			\$50.00
Office Supplies	\$500.00	\$100.00	\$20.99
Postage	\$300.00		\$157.56
Printing/Copying			\$44.09
Supplies	\$300.00	\$600.00	\$605.00
Telephone	\$300.00	\$500.00	\$478.36
Other Dues			\$125.00
Refunds			\$1,299.29
Registration			<b>-\$2,050.00</b>
Registration pd by MSI	\$500.00	\$1,500.00	\$0.00
Registration pd to USA	\$58,000.00		\$61,407.00
Scholarships	\$2,000.00		\$2,000.00
Summer Champs	\$12,000.00		\$15,861.50
Swim Meet expense			<b>-\$44.91</b>
Travel	\$4,500.00		\$1,644.25
Winter Champs	\$16,000.00	\$15,000.00	\$14,793.41
Winter Zones	\$61,000.00		\$57,666.05
<b>Total expense</b>	<b>\$192,300.00</b>	<b>\$191,000.00</b>	<b>\$187,744.23</b>



\$192,300.00

\* business registration, software, internet



General Chair's Report  
October 2, 2010

The following report is basically the same report that I presented to the Board of Director on September 21.

The big news is the Athlete Protection Policies that were passed at the USAS Convention last week in Dallas. First, all non-athlete members of USA-S will need to pass a background check. Second, volunteers who interact daily with athletes will also have to pass the background check. Third, all non-athlete members of USA-S will have take an 'Athlete Protection Education' as a requirement of their membership. Fourth, the structure of reporting and penalties will be updated. Fifth, clubs will now have to conduct specific pre-employment screening to hiring anyone who would be in a supervisory position. Thomas Branch has prepared a Membership Report that will detail what is happening at the present time.

Next we had two important resignations in the last few months. Jared Felker left to coach Seacoast Swimming Association there by resigning his positions of Senior and Disability Chair. Jim Gravel also resigned his position of Finance Chair. We are planning to hold a special election for these 2 positions today. Nominations will be taken from the floor. I think it is important that we elect the most qualified candidates possible but also that they understand the roles that they will be taken on. I will entertain any input on the following positions; Sanction Chair, & Camp Coordinator.

The Strategic-planning meeting was a great success in August, now lets try to keep the momentum moving. The process was broken into 8 segments that BOD members have been working on. I presented some of these segments this morning at the coaches meeting. This afternoon we will make time to answer any questions that HOD members may have on the planning process.

Summer Champs in my eyes went very well. We were short on officials but seem to have most other things taken care of. It was my first experience as a meet director and I would like to thank everyone for his or her patience and understanding. I would like to personally thank Thomas Branch for all his hard work and the staff at the Aquatic Centre (they are always ready to help in any problem that we may have). I would think that barring any changes that we will be going back to Saint John next summer.

As most of you know Larissa Boddie suffered a stroke in August. Her supporters have established a website and will be asking clubs to sell wristbands to support Larissa at MSI meets. The BOD fully supports this but feels each club should decide on their own if they wish to help.

The SEALS have submitted a proposal on how to distribute disability money that was raised by the SEALS. Copies of the proposal are available and it will be presented to the BOD this afternoon.

Respectfully submitted by  
Jim Willis, MSI General Chair

## MSI Membership/Registration Chair's Report

October 1, 2010

Hi all, sorry I couldn't be here today due to a Husson University Home Football Game. First of all I would like to Thank-You all of you for your efforts in making 2010 a banner record year for Maine Swimming. We had over 1,280 registered swimmers for the 2010 swim year. As you all know now that USA-S has voted in new requirements for Non-Athletes for the 2011 swim season. The changes will include a criminal background check (CBC) and Athlete Protection Education for all USA-S Certified Officials, USA-S Only Team Board of Directors, and MSI Board of Directors, Meet Directors, MSI Board of Review, USA-S Coaches and anyone else who deals directly with athletes as a part of their role with the team. A part of these new policies all Chaperones on our MSI Winter Zone Trip must be a member of USA-S and successfully pass The CBC will go into effect on January 1<sup>st</sup>, 2011, once January 1<sup>st</sup> rolls around you must complete your CBC to be allowed onto the pool deck at either a USA-S Practice or Meet. Once I have received that you have pass the CBC you will be allowed onto a pool deck. The Athlete Protection Education requirement for all Non-Athletes must be completed by the 2012 swim year. The education will not be available from USA-S until August of 2011.

All New Coaches registering between now and 12/31/2010 must pass the current background check before they can be a coach on the deck. New coaches must be eighteen or older. For any existing coaches whose background checks expire on or before 12/31; please do not initiate a renewal background screen. USA-S headquarters has changed all the background checks that will expire before 12/31 to expiring on 12/31. Once CBC goes to affect all current USA-S coaches who either had a background check changed to 12/31 or has a background check that will expire later in the future will be required to redo their background check once the new company is in place. All Non Coach Members that are registering for 2011 you may now send me your 2011 membership form. Please do not initiate a CBC background screening with the current background screening company. I am now able to send you your 2011 Coaches or Non-Athlete cards. Once the new CBC goes into effect you will receive a new card but the new card will be a different color.

Other changes for the 2011 season:

- 1) Year Round Clubs Renewal Fee - \$100.00 (before 11/30/10); \$125.00 (between 12/1/10-12/31/10); \$150.00 (after 12/31/10)
- 2) Club Athlete Rosters will not be sent to you this year. You now can access this information through your Club Portal on the USA-S website. For Instructions on how to access your club portal, please see the 2011 Registration Guidelines on the MSI Website under the membership section.
- 3) Registering your Swimmers:
  - a. Clubs are required to submit athlete registrations by e-mail. The title of the e-mail should be "registration – your club." A hard copy and team check must be received by the MSI Membership/Chair within 4 business days of the sending of the e-mail or the e-mail will be returned unopened. Please do not send individual registration forms to the MSI Membership/Registration Chair unless they are for an Outreach Membership.
  - b. Legal First Names are Mandatory!
  - c. High School Graduation Dates for all High School swimmers must be included with their electronic registration.
  - d. Parents/athletes must be given the opportunity to fill out Disability, Ethnicity and Citizenship information on the USA Swimming membership application. The coach or club registrar should not guess nor ignore these fields. If these fields are ignored, the registration will upload incorrect information.
  - e. All Athlete fields that are on the athlete registrations forms are required. If information is missing or ignored the athlete will not be registered until all the information is provided.

- 4) Registering your Club:
  - a. Fill out club application form completely and return with check. Forms that are not completely filled out will be returned.
  - b. A 2011 coach non-athlete registration form and at least ONE 2011 athlete registration must accompany a club application.
  - c. Proof of the all safety certifications (CPR, First Aid and Safety Training for Swim Coaches) must accompany the coach non-athlete registration form. **To register a coach for 2011, the coach should not have certifications that expired in 2010. This only includes CPR, First Aid and Coaches Safety.**
  - d. Fill out a 2011 Club Safety Coordinator non-athlete registration form, this person may not be the Head Coach.
- 5) Foreign Athlete:
  - a. Must fill out the Notification of Membership in USA Swimming form. This form is available on the MSI Website. This form must be sent back to the MSI Membership/Registration Chair.
  - b. The foreign athlete must have documentation from their FINA Federation indicating the date of their last competition.
- 6) Athlete Transfers:
  - a. Must use the new form. This form is available on the MSI Website. If this new form isn't used I will transfer the athlete but will not consider the paperwork complete until I receive the current form.
- 7) Payment of Membership Fee:
  - a. Please submit only one check for each time that you send me registrations. I will only accept personal checks from unattached affiliations. Please not send **CASH!**

All of this information can be found on the MSI Website under Membership. If you have any questions please feel free to either call me at 207-712-0877 or e-mail me at [registrations@maineswimming.org](mailto:registrations@maineswimming.org). Hope to see all of you at the Haunted Hat Meet on October 24<sup>th</sup> at Husson University hosted by Hurricane Swim Club.

Respectfully Submitted by:

Thomas Branch  
MSI Membership/Registration Chair

## **A Study of Recruiting and Retaining Officials**

**Prepared by: John Bliss**

**Referee**

**Westbrook Seals Swim Club on behalf of Maine Swimming Officials Committee**

### **EXECUTIVE SUMMARY**

It is important to note that Maine Swimming (MSI) is not alone in the quest to recruit and retain officials. The issue is driven primarily by the short time individual swimmers are in the age group system. Comparing the statistics of new swimmers to those who have been swimming for four or more years is very telling. MSI swimmer retention statistics, up to year 2007, are attached. Taking ten percent (10%) of the total number of swimmers in the age group system for more than four years equals thirty-one (31). This is about the number of active officials in MSI. By the time a parent realizes that their swimmer is committed to swimming, it is late in the time line for age group, thus less likely that they will start officiating. Those parents that do step up are less likely to officiate the sessions that their swimmer is not attending, leaving the younger age group sessions with less officials. There are very few active officials that continue on past the time when their swimmer leaves the age group system which limits the number of seasoned, experienced officials to train and mentor the new incoming officials.

This report details the various methods used to require, encourage, fine non-compliant clubs, and even pay officials in an effort to recruit and retain. In concert with all of those methods is the age old method of encouraging, otherwise known as begging, pleading, and hoping enough officials show up.

A list of recommendations is provided to initiate the discussion amongst the club representatives and coaches. Of all the recommendations listed, the most difficult will be corralling officials to be on a committee. Most do not have the passion to be on a committee on top of working the current meet schedule. It will be a tough sell, and will require some dynamic ideas and leadership. We will have to put our current officials in overdrive, to cover the meets we have on the schedule today, in addition to turning them into recruiters. It will require every coach and club board member to step up to the challenge as well. This is not something that can just be passed off to a committee and hope something gets done. It has to be discussed at every board meeting, parent meeting, and needs to be on every club's web site and bulletin board. The need for officials must be discussed at every level. However, it has to be done with the right tone and message. The approach should be structured and planned, and needs the support of all the stakeholders to be successful.

## A Study of Recruiting and Retaining Officials jmb 100929

### RECOMMENDATIONS

1. Require each club to provide an Officials' Liaison.
2. Establish an Officials Committee formed from Officials' Liaison from each club. The liaison does not have to be an official, but it is encouraged. This committee shall be chaired by the Local Swim Committee (LSC) Official's Chair. The committee shall meet bi-monthly to discuss training methods, recruiting, upcoming meets, upcoming clinics, review past meet performances, etc.
3. Improve the message - The committee shall review the existing recruiting literature and incorporate the information that is publicly available regarding recruiting and retention.
4. Have an official, or a polite swimmer, hand out fliers at meets with clinic dates and simple description of steps to becoming an official.
5. Require an annual minimum number of officials to be recruited per club along the lines of Allegheny Mountain Swimming's structure that is based on the size of the club. This is a starting point that will need to be tweaked in the future to continue building the numbers.
  - Clubs with 5 to 24 swimmers – one (1) Official
  - Clubs with 25 to 49 swimmers – two (2) Officials
  - Clubs with 50 to 99 swimmers – three (3) Officials
  - Clubs with 100 to 150 swimmers – four (4) Officials\*
6. Provide a preference to clubs with officials regarding the meet bidding process. This is a carrot approach that rewards efforts to recruit officials. Come up with other carrots to support the recruiting effort, like waiving club registration fees for clubs that recruited x number of officials in the previous year, or even waiving officials' registration fees for meeting or exceeding annual recruiting goals (ie "Recruit three, get one free.")
7. Add a proactive penalty that is geared toward results, such as that used by Maryland Swimming. Require that each club have a minimum number of officials as defined in #5 above. All teams not in compliance are required to hold one or two clinics per year.
8. Encourage experienced officials, whose swimmers are no longer active, to act as mentors and trainers. Possibly offer a small stipend to cover their efforts.
9. Get commitments from officials on a per session basis for MSI hosted meets. That will confirm the time slot for each official. Some officials are reluctant to attend because they do not want to get pulled into doing more than one session per day.

\*Recommendations such as #5 could be used to jump-start the recruiting process, and then slowly tapered as the numbers of officials increases over time. If the recruiting process stabilizes with the use of Officials' Liaisons, the need for quotas can drop off.

## A Study of Recruiting and Retaining Officials jmb 100929

### PROJECT PLAN

**Purpose:** This report summarizes the findings of MSI's Officials Committee, tasked with finding best practices for the recruitment and retention of USA Swimming (USAS) certified officials.

**The Plan:** A simultaneous, three-pronged approach was used to gather existing best practices and to begin implementing the plan in this current year. The three prongs are as follows:

- **Web search:** The USA Swimming web site ([usaswimming.org](http://usaswimming.org)) has several documents covering this subject. These documents can serve as a good baseline for developing the final program.
- **Contacting other LSCs:** Start with a random review of meet announcements from all Local Swim Committees (LSCs). Meet announcements typically state the current policy requirements regarding officials for a given meet (for instance, if each team is required to provide one official for each session.) A random review may reveal differences between LSCs' policies. By sorting through the differences, we can minimize the effort of direct contact. The direct contact is required to determine how effective the policy is, and whether the LSC is considering any changes.
- **MSI Officials Survey:** Develop and distribute a survey to existing MSI officials that is structured to ascertain the various reasons that they got started in officiating and what keeps them involved. Target at least a 20% return completion before summarizing the results.

**General Comments:** The concentration and quality of officials will ebb and flow from year to year, and club to club. Our goal is to develop a recruiting program that increases and stabilizes the inflow of new officials from all clubs. With the 2010-2011 season just getting started, each club will typically be hosting parent meetings to discuss their club's policies and practices. This would be a good time for either the board president, head coach, or a local officials' representative to give a pitch for officiating. It is important not to force parents to officiate, but to gently nudge those who have the aptitude, stamina, and swimmers who are swimming at a level that indicate that they will be around for many years.

Of the 21 clubs in MSI, 16 are Y clubs. One of the biggest changes that has occurred in this past year with respect to officials was the recognition and inclusion of Y officials into the USAS family. The process for an existing Y official to get certified as a USAS official is becoming easier. This should also help increase the number of available USAS officials over time as they obtain dual certification. However, we do need some method to introduce the option and the process to the Y officials.



## **A Study of Recruiting and Retaining Officials jmb 100929**

### **SUMMARY OF USAS WEB SEARCH**

The USAS web site contains best practices for recruiting and retention. The basics are covered which include communicating the need for officials, defining the process to become an official in a clear concise manner, providing written guidelines and reminders, and encouraging. It is important to select those parents who have the aptitude and interest. Look for parents of swimmers whose performances look as though they will stay with swimming for many years.

Retention is based on good leadership from the experienced officials. All officials need to feel as though their efforts are appreciated. This appreciation comes from senior officials, coaches, and parents. It is important to say "THANK YOU" often, and "You made a good call." Passionate disagreements from coaches about a call should be directed to the Meet Referee out of earshot of the official who made the call. Badgering officials will lead to problems with retention.

The various instructions, guidelines, and forms are attached to this report for review.

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### **WEB SEARCH OF LSC POLICIES AND PROCEDURES**

**Scope:** This section of the report summarizes the policies and procedures of all 58 LSCs within the USAS membership that pertain to recruiting and retaining certified officials. The information was obtained through reviews of by-laws, policies and procedures, meeting notes, meet entry forms, and links to the officials' information on the LSC web sites.

#### **Summary**

The methods for recruiting and retention are broken down into five basic types:

- Establishing an Officials' Liaison at each club
- Levying of fines for non-compliant clubs
- Requiring minimum number of officials per club
- Paying Officials
- Encouraging parents to become officials

All LSCs, with public information available, use at least the minimum certification process defined by USAS. Some extend the requirements with additional shadow sessions, or restrictions on sessions per meet. Some raise the testing requirement to 90% versus the standard 80% as a passing grade. These steps would tend to be counterproductive to recruiting new parents, and are not necessary to ensure a quality officiating staff.

Approximately 20% of LSCs have no specific information available on their public web sites.

#### **Methods Used to Recruit and Retain Officials**

##### **Officials' Liaison or Club Official Contact person**

Twelve LSCs incorporate an Officials' Liaison, who is a club representative charged with recruiting officials from their club membership, organizing training, and participating in the LSC Officials Committee. In most cases the liaison is an official of some level, but it is not mandatory in all cases. The committees are charged with recruiting, training, and evaluating officials. The LSCs that use this method tend to not have minimum requirements per club, or fines for non-compliant clubs. This could be due to the liaison method being effective in recruiting, so the hard requirements and fines are not necessary.

In addition to these roles, various LSCs require each club to have a minimum number of certified trainers based on the number of swimmers on the team. This would also fall under the Officials Committee duties.

##### **Levying of Fines**

Only four LSCs levy fines for non-compliant clubs. The most strict is Gulf Swimming, which requires four officials per club, any level. The fine is \$100 per official not present at the meets that the club attends. That is a very steep fine.

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A more proactive fine, and a fine that is geared toward results, is used by Maryland Swimming. In the Maryland LSC each club is required to have a minimum of one referee, one starter, and two stroke and turn officials. All teams not in compliance are required to hold two clinics per year until they are in compliance.

### **Minimum number per club requirements**

Seventeen LSCs require some minimum requirement of officials per club. Two LSCs, New England Swimming and Florida Swimming, require each club to provide a full staff if they wish to host a meet. In many LSCs there are minimum requirements for the host team to have some of their own officials. Some examples are as follows:

- Kentucky requires 10% of the number of swimmers on the clubs roster.
- Hawaii requires one official for every five swimmers at a meet from each attending team. This includes timers in the count of officials.
- Lake Erie limits the host club's officials to 50%.
- North Dakota requires one official per ten swimmers.
- Maryland requires MR, SR and two ST to host a meet.

The most progressive policy is from Allegheny Mountain Swimming, and is detailed below.

- Clubs with 5 to 24 swimmers – one (1) Official
- Clubs with 25 to 49 swimmers – two (2) Officials
- Clubs with 50 to 99 swimmers – three (3) Officials
- Clubs with 100 to 150 swimmers – four (4) Officials

These are minimum requirements for the number of officials for each club. This type of policy would trigger an influx of new parents from the clubs that currently have no certified officials.

Most of the LSCs with minimum-number-per-club requirements also use this requirement in limiting the meet bidding process in some way. In some cases, a club simply cannot bid a meet unless they have the minimum number of officials. In other cases the clubs with officials have preference on dates for meets in the bidding process.

Along the same lines, ten LSCs simply require the host club to secure the officials for the meet they intend to host. Some LSC Chairs or Committees are involved with assigning the officials to the meets. The rules written around LSC Chair assignments read as though the process is wrought with problems. There are several policies with wording to indicate that at some time in the past the host club did not like the selection of officials from the LSC Chair; therefore, implementing some sort of adjudication method with a board of review involvement. This method would not be advisable for Maine Swimming.

### **Risks**

Regarding minimum requirements from each club, there are inherent risks involved with any quota system. The recommendations for minimum number of officials cannot be the sole action

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implemented. Forcing parents to officiate will lead to lower quality officiating. But a quota, along with the other recommendations, will tend to bring out the parents who are willing to learn.

### **Paying Officials**

Only four LSCs actually pay their officials.

- Michigan Swimming pays MR \$45, SR and ST \$40
- Metropolitan Swimming pays \$20 per official
- South Texas pays \$25 for in town; \$50 for out of town
- Lake Erie also pays, but the information was not readily available.

There is no written record found indicating the reasoning behind payment to officials. Clearly all LSCs struggle to retain officials. This may have come out of the process of trying to retain, or just simplifying reimbursement methods. A basic stipend to cover gas and food is sufficient to keep the official interested, especially after their own swimmers have graduated from the age group system.

### **Encourage/begging**

Sixteen LSCs rely primarily on encouraging new parents to get involved. Some LSCs have very well worded pleas, while others sound desperate. This is the primary method that MSI has used for years. The number of officials ebbs and flows from year to year and concentrations shift from club to club. This method alone is not sufficient to keep the recruiting and retention process working continuously. It is the most important method to be used, but it needs to be supplemented with additional requirements to raise the importance of the need.

## **A Study of Recruiting and Retaining Officials jmb 100929**

### **MSI OFFICIAL'S SURVEY**

A survey was created; however, due to technical difficulty with the mass email system from the MSI web site, the survey was not distributed in time to retrieve any feedback. A summary of the survey will be added to the final report once the data is available.

### **LIST OF ATTACHEMENTS**

- **ME.pdf – 2007 Retention Statistics for MSI**
- **Officials Recruiting Brochure for Jim Steger**
- **Officials Survey**
- **RECRUIT – Careful Recruitment SUCCESS**
- **RECRUIT – Sample Individual Training Agenda**
- **RETENT- Leadership Techniques Handout**
- **RETENT – Leadership training specific to USA Swg officials**
- **RETENT – Meet Personnel Survey**
- **RETENT – Proactive Situation Resolutions**
- **RETENT – Retention Best Practices**

USAS – USA Swimming

MSI – Maine Swimming, Inc.

MR – Meet Referee

SR – Starter

ST – Stroke & Turn

LSC(s) – Local Swimming Committee(s)

**From Matt Baxter  
Athlete Development**

2 clinics/year

1st clinic is all inclusive & is a general clinic geared towards stroke & technique development. At the end of the clinic the attendees would participate in a mini dual meet and have a pizza party.

- for this clinic it would be nice to have a versatile swimmer/s (IMer) present, demonstrate, & teach. Some one like a Ryan Lochte, Arianna Kukors

2nd clinic would be for swimmers with at least one A time (a way of limiting clinic size to around 120 or so?) and would be geared more towards training (maybe we could pick up on your idea here to do a weekend long thing)

I think it would cool for this one if we brought in a coach to do a coaches clinic and then had that coach do a general 2-3 hour work out on a Saturday AM.

We could then break kids down into stroke/distance specialty groups and have guest MSI coaches do a PM workout and a Sunday AM workout? Followed by a water polo tournament?

**From Jay Morissette  
Competition Schedule**

Recommendation for future MSI swim meets and swim meet types

-Distance meets (all ages)

-Pentathlon

-IMX

-11-12 trials/finals meet

One suggestion was to remove the age group from Bowdoin open and have a separate 11-12 t/f meet on a different weekend

-Additional trials/finals meet

-trials/finals meet for people w/o cut times in that event

-Senior meet

-12 & under meet

-10 & under meet

-Shorter lengths of swim meets

(from matt baxter) what if we set up a rotation of meets with different events and ages at different sites and rotated them annually? For example, 'IrsC' host a sprint 13+ meet, 'CMA' host a 13+ distance meet, HSC host a 12 & under sprint meet, PPSC host a 12 & under distance meet and move them around year to year? Because of specificity of events and age groups, these could also be p/f meets with only one or two heats for finals. These

meets could also have cut times such as A, BB, etc that swimmers could achieve at the numerous invites we already have. They could be like mini champ meets, but quicker!

Meets from other LSC's:

- All freestyle meet
- by invitation only meet
- mini meets      what are mini meets?????????????????
- A/BB/C meets
- “elite” meet
- 1650
- sub JO meet
- stroke specific only meets (ie. backstroke only events)

2010-2011 MSI meet schedule:

- 10/10      Harvest Meet\*
- 10/24      Haunted Hat Meet\*
- 10/31      Mini Meet
- 11/7      Higgins Meet\*
- 11/20-21   King and Queen sprints
- 12/5      Candy Cane meet\*
- 12/10-12   Bowdoin Open t/f
- 1/9      Wicked Good Meet\*
- 1/15-16   Swim Your Own Age
- 2/6      Tuffin Up\*
- 2/25-27   Bronze/senior/8&u
- 3/10-13   Winter Champs

\*typical events meets, not much that is different or special about them (I think)

Recommendations:

- We allow hosts of some of these meets to alter events lists to offer a wider range of styles and types of meets.
- MSI work with the Y league to offer meets that compliment each other and don't conflict with each other
- MSI aide teams to not run meets at a loss if they host certain types of meets that don't generate the splash revenues and conversely concessions dollars
- other LSC's offer distance meets monthly
- Mini meets monthly
- Stroke specific meets monthly
- Age specific meets monthly
- Trials and finals meets for 11-12's, 13-14's, seniors, and for kids that lack cut times

**From Jim Wills**  
**Retention/recruitment**

Discussions w/Phil Emery (Bangor High School Boys Coach) & Peter Farragher (YMCA League Coordinator)

Met with Phil on September 3 and Peter on September 9. Below are some of the things that came out of those discussions. The items below we all agreed with in principle. There were no binding decisions but I do believe that most important thing is for all to be working together.

1. Education is the key, finding a way to get all educated in the basics of swim coaching would be a benefit to all. Two suggestions:
  - A. Reward coaches for taking a step in the ASCA education process. A proposal to the HOD should try to find a way to reward coaches for the time to take course either online or a specific place.
  - B. MSI should develop/promote a coaching clinic every year. Placing in on the same day of the HS coaches meeting and also arranging the MSI coaches meeting on same day would get most together for a while.
2. Scheduling should be developed for the most part by MSI. There will probably be conflicts w/HS but getting a schedule out to HS coaches and Athletic Directors as soon as possible. MSI should stress what meets are very important for all Maine swimmers. Phil has agreed to push for the PVC relay meet (1<sup>st</sup> open weekend for HS swimming) to be held on Friday evening of the Bowdoin Open if there are no conflicts w/pool usage. Sometimes HS meets on Saturday's cannot be avoided but speaking with Pool Director's and Athletic Directors could improve the present situation.
3. Bona Fide rule works differently in many different places. The key is for the cooperation of the club coaches' w/the HS coach. The club coach needs to take the initiative to develop working strategies with the HS coach.
4. To go along w/scheduling it is important that the meet structure is not always the same. If the same events are being offered in HS meet on Friday night, then at a Y meet on Saturday, and then at MSI meet on Sunday, how many people will want to swim the same thing 3 days in a row. Both the Y league and MSI should look for ways to create new ways to run meets. Some suggestions:
  - A. For Y's or MSI to run meets just for a specific age group (like 11-12's) and for the home team to be able to enter swimmers of all ages to make sure that can have support for the meet.
  - B. To run stroke specific meets, only one or maybe 2 strokes would be offered.
  - C. Try to limit meets or least age group sessions to 2.5 hours or less. One reason a lot people like HS is because the meets are quick, we cannot have 8 & under's sitting around for 4 hours waiting to swim.



5. For the MSI General Chair to speak w/Umaine and/or another college program, w/HS Coaching Assn. Chair, and meet with an MPAA member.

## **Fritz Homans**

### **Awareness/Marketing/Public relations**

#### ***Maine USA Swimming Marketing, Publicity, and Awareness***

**Objective-** Increase the visibility and enhance the reputation of Maine USA Swimming with current Y swimmers and coaches, the general public, and potential athletes to boost awareness, membership, and participation.

Olympic year is fast approaching and USA Swimming's awareness increases dramatically during an Olympic year. Where do the athletes go in Maine? Our competition is basketball, skiing, wrestling, and all other sports and activities that draw potential athletes.

What can we all do to promote Maine USA Swimming?

#### ***What can Maine USA Swimming do?***

PRESS release of Maine USA Swimming to Maine schools about MSI and who we are how to contact, for more info, scholarship info, etc...

Press releases to BDN and Portland papers.

Get a list of the local newspaper that serves each USA team from each coach

Provide Bag tags for every swimmer that registers for Maine USA Swimming

Provide a USA Swimming logo sticker to each swimmer that registers for Maine USA Swimming

Have available USA Swimming tattoos for coaches for meets

Newspapers- press release to local papers from each coach about upcoming season

Team websites and FaceBook pages linked to Maine USA Swimming

At Bowdoin Open and Maine USA Winter and Summer Champs-give winner of consolation finals an award- consol final winners at nationals used to win a banana, thus the term, "banana heat".

Recognition- At meets- coaches provide to Maine USA new swimmer names so that each new swimmer can be recognized at their first meet or the Bowdoin Open.

Promotion- at Bowdoin Open or Maine USA Winter Champs- random cars with USA bumper stickers will win something and be announced during the meet.

***What can coaches and teams do?***

Wear USA logo merchandise- Shirts, hats, etc.

Encourage team to wear their USA logo t shirts/sweats

USA Logo tattoos at meets

Have an "invite a friend" day or week at practice

Create an alumni and friends of your team data base and send out monthly updates as to how your team is doing this season.

Create a team publicity department -action steps-

--contact/meet with local press/paper and have info about your team-how to join, practice times, history of team, open house?-

--will contact agree to printing meet results and information that you provide them during the year?

-- have a consistent output of information to your local press contact-meet results, swimmer pic and profile special feature, special interest story about your team, etc,

--provide local paper about alumni news-kids that are in college and their progress, results, news

Spread the word- can coaches talk to local schools? Can coaches send out something about their team to each student at local schools so parents and potential athletes are aware of swimming as an option.

***What can existing USA Swimmers do?***

USA Swimming logo ware- wear t shirts, sweats, etc.

Display and use bag tag

Parents put USA bumper sticker on their car

Encourage swimmers to bring a friend or have their friends come and try the team

Also, there is a stigma with some current Y swimmers that USA Swimming is "too serious", "too hard" or much more competitive than Y swimming. What can we do to change that perception and make USA Swimming more welcoming to potential swimmers and their families?

-coaches can talk up the USA meets as fun and each swimmer has the opportunity to swim more events than at a Y meet.

- swimmers have the opportunity to meet kids from all over the state
- -make meets fun and welcoming- recognize new swimmers AND their parents !

### ***Maine Swimming Mission Statement***

*Inspire the Maine Swimming community to reach its highest potential through education, programming and leadership.*

At the Strategic Planning meeting on August 20 – 21 the BOD took the time to create and vote on a new mission statement for the LSC. From this point on Maine Swimming shall look to its mission statement for guidance in everything we do.

At this meeting we identified 8 Priorities & Key Issues to attack. The following report contains information that has been gathered up to this point. There is still more information that will come forth in the coming months but this is start of a process to enable the LSC to promote its mission within the state. I have reviewed each of the reports that were submitted (I have attached them as well) and put forth some of the recommendations of from those reports. None of this final but I do think most of it is the direction that we want to head as an LSC. Today and during the course of the season will be the time to discuss many of these and other recommendations as we try to enable Maine Athletes, Coaches, Officials, and others to reach their highest potential.

#### **Retention/Recruitment**

1. A clinic held on the same date as a HS coaches meeting and USA coaches meeting.
2. Reward coaches for taking part in the ASCA education program.
3. MSI should generate a schedule as early as possible w/HS & Y swimming in the mix.
4. Coaches do need to work together for the betterment of the athletes.
5. New, different, and hopefully exciting meet formats.

#### **Awareness/Marketing/Public Relations**

1. What can MSI do? Generate press releases, provide bag tags and other USA-S items, link team websites/facebook pages with MSI website and facebook page, and recognize new and high performing.
2. What can coaches and teams do? Wear/display USA-S logos, use USA-S tattoos @ meets, create a team alumni list, set up team publicity, and spread the gospel of swimming.
3. What can existing USA Swimmers do? Wear/display USA-S/MSI logos, bumper stickers, encourage friends to try the sport, and change the perception of USA-S for Y and HS swimmers.

#### **Officials**

1. Develop a Club Liaison position within each team to work with the Officials chair and an Officials Committee
2. Provide tokens of appreciation for officials including shirts, patches, deck equipment, free meals, and other items to make the officials feel that their time was worth giving.
3. Improve the message and actively recruit officials at every meet.

4. At first, we require teams to provide officials within a certain ratio with amount of swimmers on their team.
5. Possibly wave USA-S fees for officials or offer an incentive for officials that recruit new blood to the sport.
6. Realize that we need to be looking towards the parents of younger swimmers in the sport (especially ages 11 – 12) as possible officials.

### **Competition Schedule**

1. MSI to develop a master schedule working from championships backward to the beginning of the season. This schedule should include dates for HS and Y meets as well.
2. Develop some new meet formats, which could include distance, IMX, additional Prelims/Finals (11-12's as well), one stroke meets, A/B/C meets, shorter meets, and age specific (mini-meets).
3. Create a rotation of meets and move them around the state.
4. work with Y league to offer meets to compliment each other.
5. MSI provide assistance to meets that may not generate much income.

### **Athlete Development**

1. Develop an all-inclusive camp/clinic geared towards stroke & technique. Bring in an athlete with some star power.
2. Create a camp/clinic for the more elite swimmer, possibly over a weekend. Bring in out of state coach to lead the event.

### **Other Reports to be presented in the near future.**

#### **Financial**

#### **Facility Development**

#### **Professional Development and Effective Personnel**

#### **2011-12 Meet Schedule**

# Maine Swimming, Inc.

## Policy and Procedures

### PART 1: FEES AND REQUIREMENTS

#### Article F1: Registration

##### 1.1 Club Registration.

Club Membership fee for year-round clubs is \$100.00 if received by November 30, of which USA-S receives \$70.00 and MSI retains \$30.00. After November 30 it is \$125.00, of which USA-S receives \$70.00 and MSI retains \$55.00 and after December 31 it is \$150.00, of which USA-S receives \$70.00 and MSI retains \$80.00. Club Membership fee for new year-round clubs is \$100.00. The Head Coach and Safety Coordinator Non Athlete Registrations forms and fees must be included with the Club Membership fee and application.

- A. All coaches, assistant coaches, and substitute coaches must have current Cardiac Pulmonary Resuscitation (CPR), First Aid (FA), and Safety Training for Swim Coaches (STFSC) and a Background Screening and be over the age of eighteen and be members of USA-S for a club to be registered as a member of USA-S and MSI.
- B. Clubs continuing to conduct a program with coaches who have failed to meet coaches' safety curriculum requirements risk termination of club membership, loss of insurance coverage, and having their swimmers changed to unattached status.
- C. MSI offers 2 seasonal club memberships, each 150 days in length. The dates of these seasonal memberships will be determined annually by the MSI Board of Directors of Directors. The first season will end on the last day of Winter Championships and will begin 150 days earlier. The second season will run from April 4<sup>th</sup> through August 31<sup>st</sup>. The fee for a seasonal club membership is \$70.00, of which USA-S receives \$40.00 and MSI retains \$30.00.

##### 1.2 Athlete Registration.

- A. The current annual fee for athlete membership in MSI is \$57.00, of which \$47.00 is forwarded to USA-S, and \$10.00 is retained by MSI. Athlete membership is for a calendar year. However, swimmers applying for registration on or after September 1<sup>st</sup> will be issued registration cards valid through December 31<sup>st</sup> of the following year. \*\*\*The annual athletic membership fee will increase \$1.00 each year, beginning in 2005, and ending in 2014, at which time the membership fee will be fixed at \$60.00. There is a \$2.00 fee for replacement of registration cards and a \$5.00 fee for transfers.
  1. MSI offers two seasonal memberships, each 150 days in length. The dates of these seasonal memberships will be determined annually by the MSI Board of Directors of Directors. The athlete registration fee for a seasonal membership will be \$34.50, of which \$27.00 is forwarded to USA-S and \$7.50 is retained by MSI. \*\*\*The seasonal athlete membership fee will increase \$1.00 each year beginning in 2005 and ending in 2014, at which time the membership fee will be fixed at \$37.50. Seasonal memberships are not valid for competition at or above the Zone Championship level.
  2. MSI offers an Outreach Membership for a fee of \$5.00. This athlete membership is for the calendar year. However, swimmers applying for this type of membership on or after September 1<sup>st</sup> will be issued registration cards that are valid through December 31<sup>st</sup> of the following year. In order to be eligible for an outreach membership the athlete must provide verification to MSI annually that he/she is eligible for the Federal Lunch Program or Food Stamps.
- B. Each swimmer shall present proof of registration prior to the start of any MSI sanctioned meet in which (s) he is entered if requested to do so by the Meet Director.
- C. A copy of the swimmer's birth certificate will be needed to change the birth date on a swimmer's ID number unless the error is clerical in nature.
- D. Foreign athletes who train with a USA-S club but who do not compete must fill out a USA-S application form and pay the full MSI registration fee. Teams' registrars shall notify the MSI Membership/Registration Chair of such swimmers.
- E. Swimmers transferring into MSI from another LSC must complete their transfer by the entry deadline in order to be eligible to compete in any MSI Championship Meets.
- F. Unattached Athlete members may join MSI by completing the registration form and submitting the appropriate fees to the MSI Membership/Registration Chair.

### 1.3 Non-Athlete Registration.

The current fee for non-athlete registration in MSI is \$52.00, of which \$47.00 is forwarded to USA-S and \$5.00 is retained by MSI. The annual fee for a non-athlete family membership (two non-athlete members, related by blood or marriage, \*\*\*by decree of court, living at the same address) is \$102.50, of which \$92.50 is forwarded to USA-S and \$10.00 is retained by MSI.” The annual non-athlete fee membership fee will increase \$1.00 each year beginning in 2005 and ending in 2014, at which time the membership fee will be fixed at \$55.00. There is a \$2.00 fee for replacement of membership cards and no fee for transfers.

- A. All coaches, referees, stroke and turn judges, and starters are required to wear their membership cards while working at a USA-S swim meet.
- B. No person without a coach membership will be allowed to participate in any coaching capacity at any USA-S sanctioned competition or Practice. This restriction will include being barred from the desk at all MSI, Zone, National, and International qualifying competitions. Coaches’ membership cards become invalid with the expiration date of any or all of the following safety training requirements: CPR, FA, and STFSC and a Background Screening. It is the responsibility of the coach to renew all safety credentials before they expire. Coaches can be dismissed from the deck or facility at a swim meet and swimmers converted to unattached status if the coach is in noncompliance and the club does not have a certified coach.
- C. Failure of a coach to satisfy the coaches’ safety requirements will result in termination or coach membership in USA-S and loss of USA-S insurance coverage for the coach.
- D. Unattached Non Athlete members may join MSI by completing the registration form and submitting the appropriate fees to the MSI Membership/Registration Chair.
- E. All USA-S Certified Officials, Club Safety Coordinators’, USA-S Only Afflicted Clubs’ Board of Directors, MSI Board of Directors and MSI Board of Review Members, Meet Directors and anyone else that interacts directly and frequently with athletes as a regular part of their duties must successfully pass a USA-S Background Check.
- ~~D-F.~~ All non athlete members are required to complete and successfully pass Athlete Protection Education prior to start of the 2011-2012 swim season. This education requirement must be updated every three years.

### 1.4 Membership Responsibilities.

A fine of \$50.00 shall be imposed against any registered year -round club that fails to have at least one voting delegate in attendance at two consecutive scheduled meetings of the MSI House of Delegates. Year-round registered clubs who miss more than two consecutive scheduled meetings of the MSI House of Delegates will be assessed a fine of \$50.00 for each missed meeting.

## Article F2: Swim Meet Fees

### 2.1 Entry Fees.

All sanctioned meets and tournaments will charge no more than the following fees:

Age Group, Jr/Sr Meets:

Individual Events: \$3.00 per event

Relays: \$6.00 per entry

Paper Entries: \$.50 surcharge per event

Championship Meets and Age Group Jr/Sr Trials and Finals Format Meets

Individual Events: \$4.00 per event for all 10 & under/11-12 events and Bronze Meet and \$5.00 per event for all 13-14/Senior & over events

Relays: \$12.00 per entry

Paper Entries: \$.50 surcharge per event

Any deviation from these fees must be approved by the MSI Board.

### 2.2 Spectator Fees.

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

## Article F3: Other Charges

### 3.1 Bad Checks.

A fee of \$25.00 will be assessed against any individual or team who issues a check to MSI which is returned due to insufficient funds, closed account, etc.

## PART 2: MEETS

### Article M1: Classes of Competition

#### 1.1 Senior.

Any USA-S registered competitor of any age is eligible for competition in this class. Meets held solely for this class may have minimum standards for performance or qualifications established for entry.

#### 1.2 Junior.

All registered swimmers 18 years of age and younger are eligible for this class, subject to qualifications established for entry.

#### 1.3 Age Group.

The age group swimmers compete in groupings of similar capability within each age group defined. The age groups for MSI are 8 and under, 10 and under, 9-10, 11-12, 12 and under, 13-14, 13 and over, 15 and over, 15-18, senior. No swimmer may enter the same event on the same day in two separate age groups.

#### 1.4 Meet Director's Handbook

MSI shall establish and modify, from time to time; a Meet Director's Handbook, which clubs must use in the conduct of their meet.

### Article M2: Schedule.

#### 2.1 Schedule.

MSI shall establish and publish an annual swim meet schedule of all meets. Responsibility for planning and monitoring this schedule is assigned to the Scheduling Subcommittee of the Technical Planning Committee. All clubs must be notified of the process to be used consistent with section 2.3.

A. Available dates for the winter schedule shall be between October 1<sup>st</sup> and March 31<sup>st</sup>. The summer schedule shall be between May 1<sup>st</sup> and August 31<sup>st</sup>.

#### 2.2 Scheduling Subcommittee.

The Scheduling Subcommittee shall be chaired by the Technical Planning Chair. It will be comprised of the MSI Technical Planning Chair, MSI Senior Vice-Chair, MSI Age Group Vice-Chair, and MSI Coaches Representative.

#### 2.3 Review and Approval.

Teams in good standing with MSI shall be allowed the choice of hosting scheduled swim meets based on the cumulative number of swimmers entered in MSI sanctioned meets, as verified by the required meet summary report throughout the season. Eligible teams must declare their intention to bid to the Technical Planning Chair by e-mail or in writing 7 days prior to the bid meeting and include type of meet, location of the meet, a facility description, tentative event list and other information as determined by the Technical Planning Committee. In addition the meet director shall have completed a MSI sponsored Meet Director's Seminar. The Technical Planning Committee will develop the annual schedule of swim meets for presentation to and/or modification and ratification by the House of Delegates at the Spring House of Delegates Meeting. The approved annual meet schedule will be published and distributed to all clubs and unattached members of MSI. All coaches and representatives of clubs requesting meet dates will be invited to attend the Scheduling Subcommittee meeting. Notices of upcoming meetings shall be sent to these individuals no later than 14 days prior to such meetings.

#### 2.4 MSI Sponsored Meets

MSI will sponsor Championship Meets, including the Bronze/8 & Under Championship/Senior Meet and other meets, such as Opens and All Star Meets. MSI may choose to entertain bids from clubs for the Bronze Meet. Interested clubs will submit bids to the MSI Board of Directors at a time and place to be set by the MSI Board of Directors. The MSI Board of Directors will evaluate the bids based on the facility, experience and ability of the club to host the meet and income to MSI. The MSI Board of Directors will establish the date for the meet and the event list, including the number of sessions. This information will be provided to clubs at least 14 days prior to the bid date.

### Article M3: Time Standards.

3.1 Swimming competition in the various classes and age groups shall be regulated by time standards except for the 8 and under age group.

3.2 Time standards shall be given for each class, age group, distance, and stroke.



- 3.3** In A-B meets, swimmers who have one qualifying time may swim one other event at a minimum time; those having two qualifying times may swim an additional two events at minimum times, those having three qualifying times may swim an additional three events at a minimum time. This is a Meet Director's discretion and must be mentioned in the meet information. **This rule does not apply to MSI Championship Meets.**
- 3.4** The 8 and under age group has no time standards for 8 and under meets set in the belief that when this age group is scheduled in a meet, all swimmers in this age group should be encouraged to participate. However, they must comply with the time standards for other groups.

#### **Article M4: Deleted**

#### **Article M5: USA Swimming Rules**

- 5.1** All meets shall be conducted under current "USA-S Technical Rules" (Part One of the **USA-S Rules and Regulations**). The referee may alter the conduct of a meet only as specified in Article 102.8 of the **USA-S Rules**.
- 5.2** Failure of the Meet Director to enforce all safety rules, to verify credentials of all officials, and to verify the status of all participating swimmers and coaches' certifications shall be sufficient reason for disciplinary action by the MSI Board of Directors of Review of MSI. Disciplinary action may include fines, suspensions, denial of future meets, or any other action deemed appropriate by the MSI Board of Directors of Review.

#### **Article M6: Sanctions**

- 6.1** Each applicant for sanction shall submit an application to the MSI Sanction Chair for any competition, benefit, exhibition, clinic, or entertainment of any kind where swimmers compete, exhibit, demonstrate, or display talents or techniques.
- 6.2 Meet Classifications**  
Each meet classification requires a proper sanction in order to be held.
- A. Open Meet: Competition which any qualifying club, organization, or individual may enter
  - B. Closed Meet: Competition open only to the members of one organization such as MSI.
  - C. Invitational Meet: Competition for those swimmers, organizations, and clubs invited by the host.
  - D. Time Trial: An event or series of specified events where specified swimmers may achieve or better a required time standard.
  - E. Approved Meet: Competition that is open to non-registered and registered members of USA-S.
- 6.3** Applications for sanction must be submitted on MSI sanction application forms at least 60 days prior to the date of the meet or at the discretion of the MSI Sanction Chair.
- A. A copy of the meet information.
  - B. The key officials for the meet. Each approved meet must have a minimum of a USA-S certified referee; USAS certified starter and 2 USA-S certified stroke and turn judges.
  - C. A check for the required amount, payable to MSI.
  - D. An application form.
- 6.4** Applications for time trials must be submitted on MSI application forms a reasonable time prior to the meet. Applications for dual, triangular, and similar type meets not included in the sanction meet schedule must be submitted on MSI application forms 14 days prior to the time trial.
- 6.5** Required reports, results, and surcharges as defined in Article M8, shall be submitted for all meets and time trials. Failure to mail or e-mail the reports within 14 days after the final meet date will result in forfeiture of any sanction fee refund and denial of all future sanction request and participation in MSI activities until the required forms and fees are filed.

### **Article M7: Approvals**

- 7.1** Each applicant for a MSI scheduled or Approved meet shall submit an application to the MSI Sanction Chair a minimum of 60 days before the scheduled competition. The meet information packet that is submitted with the application for a schedule MSI or Approved Meet must include a MSI Certified Meet Director(not a requirement for an approved meet), and all required meet information sections before the MSI Sanction chair will issue the meet a sanction number. A Meet Information Packet Template for a Sanction and an Approved Meet can be found on the MSI Website. Once the MSI Sanction Chair has returned the sanction number to the host club. The host club will then submit the final meet information packet with the sanction number included and team manager meet events file via e-mail to the MSI Webmaster for posting to the MSI Website. The meet will not be posted to the website until all information is provided. The meet information packet and the team manager meet events file shall not be submitted to the MSI Webmaster until the host club has received a sanction number. Failure to comply may result in a fine of up to \$100.00 or other penalty as determined by the MSI Board of Directors of Directors upon recommendation from the Sanction Chair.

### **Article M8: Sanction and Approval Fees**

- 8.1** The fee for sanctioned meets with entry fees shall be \$100.00, which shall be returned to the club if the following conditions are met:
- A.** The Financial Statement Form and fees are mailed in accordance with Article M18.1.A and B
  - B.** The Key Officials Form is mailed in accordance with Article M18.1.C.
  - C.** Meet Results are e-mailed in accordance with Article M17.
- 8.2** The fee for an approved meet shall be \$25.00 per scheduled meet, which shall be returned to the host club if the following conditions are met:
- A.** The Financial Statement Form and fees are mailed in accordance with Article M18.1.A and B
  - B.** The Key Officials Form is mailed in accordance with Article M18.1.C.
  - C.** Meet Results are e-mailed in accordance with Article M17.
- 8.3** There shall be no Sanction/approval deposit for dual, triangular, time trials, exhibitions, benefits, camps, Swim-a-thons, clinics and similar type of activities not included in sanctioned meet schedules.

### **Article M9: Events**

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

### **Article M10: Swimming Awards**

- 10.1** MSI requires the following meet awards:  
**MSI Championships:** Individual: 1-6/8 Medals, 7-12 or 9-16 Ribbons; Relays: 1-3 Medals, 4-8 Ribbons
- 10.2** MSI Championship meet hosts shall award high point team trophies to the first and second place men's, women's teams and first thru third place combined teams.
- 10.3** MSI Championship meet hosts shall award individual high point trophies to the first eight highest scoring male and female swimmers in each age group
- 10.4** The Meet Director is responsible for ensuring that all awards are presented within one hour of the conclusion of the meet or session, whichever is applicable. In case of a tie, the Meet Director shall ensure that duplicate awards shall be presented within 30 days of the completion of the meet.

### **Article M12: Entry Times**

- 12.1** All entry times shall be to the 100<sup>th</sup> of a second. Any omitted digits on entries shall be seeded as 9's.
- 12.2** An entry time will be changed when a swimmer admits to an erroneous time which places him in a faster heat, thus preventing a qualified swimmer from competing in that heat. In such cases, the A or B swimmer will be entered at "no time."
- 12.3** Entry times may be converted for the appropriate course.
- 12.4** All conversion shall follow the Hy-Tek USA-S approved conversion.

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

**Article M13: Official Meet Entry Form**

- 13.1 The official meet entry form must include each swimmers’ full name (first, middle initial, last) and birth date as they were USA-S registered, USA-S Number, numbers of events that the swimmer would like to swim and their seed times for those events. The official meet entry form for clubs using Hy-Tek Team Manager will be the HYV file which will be submitted via e-mail. A hard copy of the Team Manager HYV file must accompany the e-mailed team entry by either mailing a hard copy to the meet host or by e-mail in a HTML Format, PDF Format or Word Document Format.
- 13.2 The mailed or e-mailed meet entry form hard copy submitted by the clubs and/or coaches shall be available with the Meet Director at all times during the meet.
- 13.3 The official meet entry form is the official document used in resolving any discrepancies.

**Article M14: Deleted.**

**Article M15: Proof of Registration**

- 15.1 The host organization for any sanctioned or approved meet is responsible for verifying that all swimmers, coaches, and officials participating in that meet are registered, prior to their entry into the pool. Verification of swimmers will be accomplished by doing a meet registration reconciliation with the MSI Membership/Registration Chair and for coaches and officials by requiring a presentation of a valid registration card. The host organization may be subject to a \$20.00 fine for the first offense, a \$40.00 fine for the second offense by the MSI Board of Directors with a recommendation from the MSI Membership/Registration Chair for each unregistered swimmer found to have competed in a meet, providing reasonable care has not been exercised in verifying the registration of that swimmer and on the third or subsequent offense, the MSI Board of Directors will determine the penalty. The club that is responsible for the unregistered swimmer may be subject to a \$10.00 fine for the first offense, a \$20.00 fine for the second offense by the MSI Board of Directors with a recommendation from the MSI Membership/Registration Chair for each unregistered swimmer found to have competed in a meet, providing reasonable care has not been exercised in verifying the registration of that swimmer and on the third or subsequent offense, the MSI Board of Directors will determine the penalty.
- 15.2 Any person or organization, who falsely claims that a swimmer is registered, when in fact that swimmer is not registered, is subject to a maximum fine of \$100.00 by the MSI Board of Directors with a recommendation from the MSI Membership/Registration Chair.
- 15.3 Unless otherwise noted in the meet information, swimmers may register with the Meet Director prior to competing on the day of the meet. The Meet Director is empowered for that meet only. This type of registration will incur a non-refundable administrative fee of \$15.00 to be forwarded to the individual club hosting the meet.
- 15.4 Any person who is not authorized to be on deck at any meet sanctioned by MSI and who fails or refuses to leave when asked to do so by the Meet Director or designee is subject to a fine up to \$100 and/or disciplinary action by the MSI Board of Directors of Review. Any Meet Director of host team that fails to remove any unauthorized person from the deck of a meet sanctioned by MSI shall be liable for a fine of up to \$100 and/or disciplinary action by the MSI Board of Directors of Directors.

**Article M16: Exhibition Participation**

- 16.1 Swimmers may participate in “Exhibition” (i.e., not compete for awards) at the Meet Director’s discretion. Exhibition or time trial swimmers may be required to pay the listed meet entry fees. In no case shall a swimmer exceed the “events per day limit”, as specified in the USA-S Code. Exhibition entries shall not be changed after the entry is accepted by the Meet Director.

### **Article M17: Meet Results**

- 17.1** Results must be e-mailed within five (5) days of the conclusion of the meet to the MSI National Times Chair and the MSI Webmaster. It is the Meet Director's responsibility to ensure these results are e-mailed within the specified time.
- 17.2** Meet results must be e-mailed and published in the following format:
- A. A Hy-Tek Meet Manager backup file.
- 17.3** Failure to publish and distribute meet results in the above format may result in denial of further sanctions or approvals and team competition as determined by the MSI Board of Directors of Directors.

### **Article M18: Meet Administrative Reports**

- 18.1** The meet administrative reports listed below must be mailed within fourteen (14) days after the meet competition to the MSI Sanction Chair, who will then forward the Key Officials form to the MSI Officials Chair and the Financial Report, Hy-Tek Team Entry Fee Report and the check for the entry meet surcharge fees to the MSI Treasurer.
- A. The meet financial report and the Hy-Tek Team Entry Fee Report must be mailed or e-mail as a PDF.
  - B. A check to cover the 15% per individual entry and relay entry meet surcharge. For approved meets the 15% per individual entry and relay entry meet surcharge applies to only USA-S registered swimmers and relays that have four USA-S registered swimmers listed.
  - C. The Key Officials Form must be mailed or e-mailed as a PDF. The form must be signed by the Meet Referee and Meet Director and list the people who served as referee, starters, stroke and/or turn judges, head timer and meet marshals. It must also include the start and finish of each session.

### **Article M19: Meet Personnel**

- 19.1** It is the responsibility of the host club to arrange for a proper number of officials. Failure to do so can result in not obtaining sanction for future meets.
- 19.2** It is the intent of MSI that the competence of swimming officials available to support MSI be increased. The swimming official certification process is one means toward achieving this objective.
- A. Meet Sanction
    - 1. It is a requirement that the referee, the starter and all stroke and turn officials be USA-S swimming certified.
    - 2. For an Approved Meet you are only required to have two USA-S certified swimming officials.
  - B. Certification requirements for officials
    - 1. Complete and submit application for registration as non-athlete member of USA-S and successfully pass a USA-S Background Check.
    - 2. Satisfactorily complete the written national test
      - a. Attend a clinic without page-section-subsection references.
      - b. After a clinic, independently, with page-section-subsection references.
    - 3. Shadow with certified officials in accordance with current USA-S minimum standards.
  - C. Classes of Certification.
    - 1. Probationary: Passed written test, but has not yet completed the successful practice requirement.
    - 2. Active: Completed certification requirements, has worked in that capacity for a minimum of 4 sessions per year and is a member of USA-S.
    - 3. Transfers from other associations:
      - a. Fully certified: issue a MSI certificate.
      - b. Other: must fulfill certification requirements for new officials.
  - D. Certification is valid for 2 years after which time each official must recertify in accordance with current USA-S minimum standards.
  - E. Special Cases Not Covered Above. These will be decided at the discretion of the MSI Officials Chair. Championship meets shall be staffed by active officials in the position of referee, starter, and stroke and turn judges.
  - F. Shadowing stroke and turn officials must be a non-athlete member of USA-S and successfully pass a USA-S background check prior to your first shadowing session.

### **19.3 Meet Jury**

Championship meets shall have a meet jury comprised of the following: Meet Director, Meet Referee, Coaches representative (or alternate in case the coach representative's team is involved in the dispute), General Chair or designee and athlete representative. Jurisdiction of the Meet Jury shall include all aspects of the meet other than the actual competition. For non-championship meets shall have a meet jury comprised of the following: Meet Director, the Meet Referee, a coach and an athlete (not from the same team as the originator of the protest).

#### **Article M20: Protests**

- 20.1** Protests affecting the eligibility of a swimmer to compete on the basis of performance classification (e.g., the swimmer previously attained an "A" time, but is entered a "B" time) shall be decided by the meet referee. The meet referee may allow the swimmer to compete under protest, withholding awards and scores from the event until the dispute is resolved by the Meet Jury.
- 20.2** Only the referee may consider protests against the judgment decisions of subordinate officials.
- 20.3** All protests must be submitted in writing by the end of the session of the alleged infraction, judgment, or incident and must cite the rule under which relief is sought. However, any written protest is acceptable as long as it is legible and contains all the required information.
- 20.4** Written protests of application of rules, registration and affiliation of athlete, falsifying entries, swimming out of a classification, etc., must be filed with the MSI General Chair and must state all substantiated facts as they are known by the protestant as well as all identifying information requested in Article M20.3 above. The decisions of the MSI Board of Directors of Review are binding on all parties involved. Appeal of the decision of this committee may be made to the National MSI Board of Directors of Review at the appellant's discretion. Procedures for hearings and appeals shall follow the **USA-S Rules and Regulations** and Article 10 of the **Maine Swimming, Inc. Bylaws**.
- 20.5** A swimmer may compete under protest during appeal of a decision of the MSI Board of Directors of Review or MSI Board of Directors or House only upon presentation of a written protest and its required fee to the General Chair.

#### **Article M21: Championship Meets**

- 21.1** Championship meets will be held in accordance with the rules of USA-S for the conduct of championships, when possible. The official age grouping for championship meets is: 8 & under, 10 & under, 11-12, 13-14, 15-18, and Senior. Championship meets shall be pre-seeded and divided into sessions. The Bronze Meet shall be considered a Championship Meet.
- 21.2** The meet information sheet must contain the qualifying times. The qualifying times for the MSI Championships are intended to provide a goal for swimmers during the current season and to control the number of entries.
- A. Qualifying times for the MSI Championships will be determined and will be posted on the MSI Website by the fall meeting of the House of Delegates in the year preceding that in which the meet is to be held.
  - B. The qualifying times for the MSI Championships should have participation limits based on: 32<sup>nd</sup> place, the previous year's time standard, or the coach's recommendations via the Technical Planning Chair. This process shall be reviewed in every year.
  - C. Participation in Spring Zones requires that a swimmer must have competed in 2 USA-S sanctioned meets, both of which must be a MSI sanctioned meet, held prior to Winter Championships within the qualifying period.
  - D. There shall be no qualifying times for relays.
- 21.3** The qualification period for Winter Championships will begin from the first day of competition of the previous Winter Championships and qualification period for Summer Championships will begin the first day of competition of the previous Summer Championships. Proof of Qualification for Winter Championships only shall be submitted with each team's e-mail entries. The Proof of Qualification must be a copy of the Meet Entry Report from Team Manager sorted by name; under other options for the report include proof of time. The hard copy must be in a PDF format, a Microsoft Word format or a HTML Format. Eligible times may come from the USA-S National Times Database, Pine Tree Cluster YMCA Database, NCAA National Times Database, USMS National Times Database, and MPA High School Database or meet results. Failure to verify may result in disciplinary action as determined by the Meet Jury. Such disciplinary action may include having the swimmer barred from further participation in the meet and/or requesting the MSI Board of Directors of Review levy a fine against the club entering a non-verifiable time.

- 21.4**The official team information form must be filled out completely and returned with your e-mailed entries. The following information must be include the name, e-mail address and phone numbers of a team contact to be notified in case of problems with entries. A team representative who will be the team spokesperson for all meet matters. A list of all coaches and officials from your team who will be at the meet
- 21.5**Relay entries and fees will be due with individual entries. All relay swimmers must be listed on the team roster/meet entry submitted at the meet entry deadline to be eligible to swim in a relay. First and last names of competing swimmers, their age, and their order of swimming shall be declared prior to the start of the relay heat. No changes will be permitted thereafter.
- 21.6**A swimmer who has qualified for finals in an event, does not scratch, and misses the finals heat in that event without acceptable justification under MSI rules shall be barred from the remainder of the meet. A swimmer who has not scratched an event and does not report to the starting blocks in time to swim her/his preliminary or timed final heat in that event for a pre-seeded meet shall not be penalized.
- 21.7**If MSI hosts meet(s), the MSI Board of Directors shall serve as the Committee to run the meet.
- A. The MSI Membership/Registration Chair shall perform a meet registration reconciliation on all entered swimmers and rule on all questions of eligibility to compete.
  - B. If an entry is ruled invalid, the meet director shall attempt to notify the team contacts (as listed on the official entry form) of the nature of the problem to be resolved in order to permit the individual to compete.
  - C. Late entries shall not be accepted for MSI hosted meets unless the MSI Board of Directors is satisfied that there were extenuating circumstances beyond the control of the club or individual submitting the late entries.
  - D. Protests of the MSI Board of Directors rulings related to the meet must be submitted in writing and must follow the procedures set forth in the Protest Section, Article 20, of the Maine Swimming Policy and Procedure Manual.
  - E. The MSI Board of Directors shall act as the “host club” for all other duties, responsibilities, and obligations associated with hosting a swim competition. This includes but is not limited to obtaining the meet sanction, paying the sanction fees, publishing and distributing the meet announcement and results, securing qualified officials, distributing meet evaluation forms and all other forms required by MSI.
- 21.8**MSI clubs who have not at least fourteen (14) days prior to the closing of the entries for a MSI Championship Meet paid all fees owed, sent completed meet results to the MSI Webmaster and the MSI National Times Chair and filed all required meet reports in accordance with Article M18 (for any meet that was concluded more than twenty (20) days before the closing of entries for that MSI Championship Meet) shall not compete as a team in said championship.
- 21.9** As previously specified (Article 4.1.3 of the Maine Swimming, Inc. Bylaws) the junior athlete representatives to the House shall be elected annually at the MSI Summer Championship by a majority of swimmers present.
- A. Notice shall be given to all swimmers at least 24 hours prior to the election. The notice shall include the time, date, and purpose of the election. It shall also include a list of no more than six candidates. Nominations by the swimmers shall be made to their respected coach who shall, in turn, present said nominee to the Coaches Representative at least two weeks prior to the first day of Summer Championships. If more than six nominations are received then the MSI coaches will determine the final six candidates at a meeting or by e-mail correspondence.
  - B. The election shall be conducted by the coaches’ representative and senior athlete representatives during the Summer Championship. Non-Athlete members may only act in an advisory capacity and only at the specific request of the athletes.
- 21.10** MSI hosted championship meets shall have awards as previously listed in Article M10 of the Maine Swimming, Inc. Policies and Procedures Manual.
- 21.11** The Scoring for the MSI Championships will be as follows:
- | Place | 12 & under | 13 & over | 13 & Over Relays | 12 & Under Relays |
|-------|------------|-----------|------------------|-------------------|
| 1     | 20         | 30        | 50               | 67                |
| 2     | 17         | 26        | 43               | 58                |
| 3     | 16         | 24        | 40               | 54                |
| 4     | 15         | 23        | 38               | 51                |
| 5     | 14         | 21        | 35               | 47                |
| 6     | 13         | 20        | 33               | 44                |
| 7     | 12         | 18        | 30               | 40                |

8	11	17	28	38
9	9	14	23	31
10	7	11	18	24
11	6	9	15	20
12	5	8	13	18
13	4	6	10	14
14	3	5	8	11
15	2	3	5	7
16	1	2	3	4

**21.12** 10 and under swimmers are allowed to swim in only one session per day at ~~the an~~ MSI Winter Combined Championships Meet.

**21.13** Each team is allowed to enter a maximum of three relays per age group per team.

**21.14** Teams assigned to jobs at MSI Championship Meets, which fail to report by the time set by the Meet Director shall be subject to a \$25 fine for each occurrence and/or other penalty as determined by the MSI Board of Directors of Directors. Meet entry fees for MSI Championship Meets are due at the time stated in the meet information packet; if the meet entry fee is received by MSI after the end of the meet then a fine of \$50 will be charged to the team.

**21.15** Each team, with a minimum of 5 swimmers entered in a session, shall have a minimum of 1 USA-S registered non-athlete available for jobs (exclusive of officiating) during that session as assigned by MSI.

**21.16** MSI will reimburse Hotel & a Per-diem rate for meals at \$40.00 per day, if the meet is held at a facility more than 50 miles from their home and a mileage rate that is determine by the IRS for charitable organizations to the Meet Director/or the Meet Referee.

**21.17** Each team entered in MSI Combined Winter or Summer Championships and the Bronze Classic/8 & Under Championship/Senior Meet

## Article M22: Records

### 22.1 State Records

MSI shall maintain a list of record performances swum inside or outside of the state of Maine by all swimmers registered with MSI for all nationally recognized senior and age group events. This list will be published on the MSI Website.

### 22.2 Record Performances

Record Performances must be achieved in a sanctioned or approved meet and become effective upon publication of the meet results.

A. Records may not be set at the time trials that are held independently of a sanctioned meet. A record performance can be recognized if a time trial is held in conjunction with a sanctioned or approved meet on the same day at the same facility and with the same officials.

**22.3** Any omission, errors, or additional information should be reported to the MSI National Times Chair.

A. If a MSI registered swimmer surpasses an existing MSI record, the swimmer, coach should arrange for the MSI National Times Chair to receive a copy of the official Hy-Tek Meet Manager Backup for that meet so that performance may be appropriately recognized in the MSI records, if the meet isn't uploaded into USA-S National Times Database.

**22.4** A certificate will be awarded by the MSI National Times Chair to any MSI registered swimmer who breaks a MSI record.

## Article M23: Athlete Travel Fund

**23.1** The MSI athlete travel fund is established to subsidize, in whole or in part, travel expenses incurred by MSI athlete members while competing at National or International level or MSI approved Zone level camps and competitions.

**23.2** These funds shall be under the exclusive control of the MSI Board of Directors and shall be deposited and managed by the MSI Treasurer. These funds shall not revert to the MSI general fund at the end of each year but shall be carried over from year to year. The Senior and Age Group Swimming Committee shall advise the MSI Board of Directors concerning the use of the funds.

**23.3** The MSI Athlete Travel Fund shall receive 100% of all designated Zone Fund monies, 60% of all surcharged fees collected by MSI, and 60% of all MSI hosted Championship meet profits.

**23.4** In order to be eligible to apply for these funds, a swimmer must be continuously registered in MSI for the 12 months preceding the trip and must have participated in at least two MSI sanctioned meets within 12 months immediately prior to the trip.

- 23.5** Swimmers must qualify in an individual event to be eligible for the support. Swimmers entered only in relay events are not eligible.
- 23.6** The MSI Board of Directors will review all swimmers requesting subsidies for eligibility. The amount of subsidy will be based on the availability of funds. Travel may be reimbursed up to 100% of costs based on round trip airfare. In addition for National USA-S meets and camps, including, but not limited to: Sectionals, Junior National Championships, National Championships, US Open and Grand Prix meets, Zone Distant camps, and National Select camps – reimbursement for travel to meets, including airfare, plus additional allowable expenses, such as accommodations, meals, and transportation expenses. Up to \$400 for Sectionals, Grand Prix meet, Zone Distance camps, and National Select Camps. Up to \$800 for Junior National Championships, Short Course Nationals, Long Course Nationals, Olympic Trials, US Open, and Disabled Swimming Championships
- 23.7** Application for reimbursement must be made to the MSI Treasurer on the form designated for this purpose within 30 days of the event. Disbursement of funds by the MSI Treasurer will be made under the direction of the Board. Payments will be made no later than the end of the MSI fiscal year after the presentation of the proper receipts and final meet results.
- 23.8** Athletes and coaches participating on the MSI Age Group Zone Team shall automatically be considered for subsidies. They need not submit a separate application. All others seeking subsidies must submit an application on the approved form.

#### **Article M24: Zone Team Selection**

- 24.1** The MSI Winter Short Course Zone Team will be selected solely on the basis of the results of the Winter Championships. The swimmers who achieve the top two times in each of the finals of Events except in the 12 and under age group the top three swimmers from the Winter Championships will be selected to the Zone Team as long as they have an “A” time in that event. Swimmers who age up before the zone meet and after Winter Championships will be considered in the age group they age up to and the swimmer who places second and third must have an A time will considered first and second if they have a “A” time. If one or both of the top two swimmers opt out, or are not allowed to attend (according to the Eastern Zone Policy), then the swimmers who place third and so forth will be selected to the team provided that they have a “AA” time in that event. In the 12 and under age groups if a swimmer opts out the swimmers who place fourth and so forth will be select to the team provided that they have an “AA” time. Swimmers must decide if they are going to attend the Zone meet by the following morning after qualifying, unless they make the team on the last day of competition they must decide by 5:00 P.M. that day. The selection of the relay swimmers will be the sole responsibility of the Zone Team Head Coach by selecting relay swimmers based on their best times from the past Winter Championships qualifying period.
- 24.2** MSI may sponsor or designate team(s) to attend various out-of-state competitions including summer long course zones. The criteria to attend such competition(s) shall be established by the MSI Board of Directors and distributed to each club at least 60 days prior to the scheduled competition.
- 24.3** Spring Zones swimmers are eligible for the subsidy provided that they have swum in two (2) USA-S sanctioned swim meets; one or which must be a MSI swim meet, held prior to Winter Championships within the qualifying period.
- 24.4** Any swimmer transferring to Maine Swimming must be a registered member of Maine Swimming for the preceding 120 days to be eligible to compete in the Zone Meets.
- 24.5** The summer zone team is an application process. All applications must be into the zone chair by the second Sunday of July. Any swimmer is eligible to attend if have an AA time yard or meters after performed during qualify period. The top two swimmers that apply per event in the 13 and up age group will be chosen to swim those events. The 12 and under swimmers that have applied the top three swimmers will be placed in the events. The National Times Chair will provided a tentative lineup for the head coach (if MSI sends one) to approve the lineup. It is up the National Times Chair to complete the entries and submit the entries along with appropriate entry fees in a timely manner.
- 24.6** The summer zone swimmers uniform will consist of a tee shirt, shorts and a cap which will be determined by the zone chair.
- 24.7** MSI will provide a coach for summer zones if there are more than 5 swimmers attending the meet. MSI may, at the discretion of the MSI Board of Directors of Directors, provide monies to offset the cost of lodging, meals and travel for the Summer Zone Coach.



## **Article M25: Zone Coaches and Chaperones**

- 25.1**The staff who accompanies the MSI Zone Team(s) shall consist of a team manager, assistant team manager, head coach and 4 assistants.
- A. No more than one coach may be selected from any one team. Exceptions may be made at the discretion of the Coaches Selection Committee.
  - B. All the chaperones, team manger, assistant team manager, head coach and assistant coaches must travel with the team, unless prior arrangements have been made and approved by the Zone Selection Committee.
  - C. It shall be the responsibility of the Zone Chair, Senior Vice-Chair, Age Group Vice-Chair, and the Coaches Representative. who make up the Zone Coach Selection Committee, to determine the criteria and selection of the Head Coach, Assistant Coaches, Team Manager, and Assistant Team Manager for Zone Meets.
  - D. Zone coach selection process will be by application. The zone applications will be sent to the Zone Chair, to be reviewed by the Zone Chair, Senior Vice-Chair, Age Group Vice-Chair, and the Coaches Representative. Winter Zone applications are due by midnight January 15. The summer zone applications are due by midnight June 15.
- E. **MSI Zone Team Manager, Assistant Team Manager and chaperones must be members of USA-S and have successfully passed a USA-S Background Check.**
- 25.2**The Zone Chair of MSI shall appoint a Zone team manager prior to the zone meet if the Zone Chair is not the one attending the meet as the team manager. The MSI Membership/Registration Chair shall review the eligibility for all swimmers that qualified for the Zone meet prior to the entry deadline to make sure that they are all registered as year-round athletes and are in good standing with MSI. The MSI Zone Chair will prepare the tentative line up and the Zone Team Head Coach will review and modify the line up if needed. The MSI Zone Chair will complete the entry forms and submit the entries along with the appropriate fees in a timely manner; select and secure appropriate accommodations, transportation, and meals for all participants; select, order, and distribute suitable team outfits; and complete all other tasks necessary to ensure the success of the trip. The Zone Team Manager is expected to work in close cooperation with the MSI Board of Directors of Directors, the Zone Chair, the Zone Team Head Coach, and all chaperones.
- 25.3**Chaperones shall be selected by the Zone Chair. Chaperones will pay for room and MSI Board of Directors and MSI will pay the travel expense and one t-shirt.
- 25.4**MSI will pay the Winter Zone Team head coach \$400, the Team Manager \$400 and the four assistant coaches \$200. The coaches must perform the specified duties. This shall be automatic, and no special application will be necessary. MSI will pay travel, room, and Board for the Zone Meet staff.
- 25.5**Swimmers, coaches & chaperones must sign a code of conduct. Participants may be sent home at their expense if violations of the code of conduct occur and future participation on zone teams or all star teams could be in jeopardy. If a violation occurs it may be reviewed by MSI Board of Directors of Review to determine if future participation will be allowed.
- 25.6**Swimmers, ages 11 and over, and chaperones must travel with the team. Swimmers, ages 10 & under, who have qualified for the Zone meet will be provided a ride on the bus with their parent, but also have the option of providing their own transportation. If the 10 and unders and their parents chose to ride the bus to and from the Zone Meet their parents have sole responsibility for their swimmers for the duration of the trip, except on the pool deck. Meals will be includes as part of the 10 and unders package put in place by the Zone Chair.
- 25.7** All swimmers who medal at the Zone Meet will have the MSI Banquet fee waived.

## **Article M26: United States Aquatic Spots Convention**

- 26.1**MSI shall pay the registration fee for all MSI official delegates attending the United States Aquatic Sports (USA-S) Convention. These fees shall be paid in advance by the MSI Treasurer at the direction of the General Chair, as the availability of funds permits.
- 26.2**The MSI athlete representative (one, preferably the one with more seniority) who attends the USA-S Convention as a MSI delegate shall be reimbursed for all reasonable expenses incurred, including the cost of travel, lodging, and food.
- 26.3**Other Maine Swimming official delegates who attend the USA-S convention shall be reimbursed for their travel, meals and accommodations, at a rate determined by the MSI Board.
- 26.4**Reimbursement shall be made by the Treasurer, acting at the direction of the Board, after the convention. The MSI Board of Directors shall so direct the MSI Treasurer only upon receipt of a

completed subsidy request from, appropriate receipts, and written requests for the expenses to be reimbursed and as the availability of funds permits.

**Article M27: ~~Coaches Education~~**

27.1 MSI Head Coaches who successfully complete ASCA Education Level 2 – 5 will receive a \$100 for each level. Coaches will only be eligible for one stipend of \$100/year and are able to collect the stipend in the next year(s). Present coaches or coaches from out of the LSC will receive \$50 for each level (Level 2 – 5) they have already completed and are eligible to participate in any higher education. Only one coach per team will be eligible to receive the stipend.

27.2 Maine Swimming will provide a coaches education training one time per year.

**Article M28: All-Star Coaches and Chaperones**

**28.1** The Head Coach will be paid \$100 and the assistant coaches will be paid \$75 for the All Star Meet.

**28.2** MSI will pay for travel, room, and MSI Board of Directors for the coaching staff and the team manager for the All Star meet.

**28.3** MSI will pay for the travel expense for the chaperones, while the chaperones will pay for the room and MSI Board of Directors for the All-Star meet.

**Article M29: ASCA World Clinic**

**29.1** MSI shall pay the registration cost, travel/transportation, and three nights of the hotel for the MSI Coach of the Year to attend the ASCA World Clinic to receive his/her recognition from ASCA as the MSI Coach of the Year. The MSI Coach of the Year shall give a report of the clinic during the Fall House of Delegates Meeting.

**Article M30: MSI Website**

**30.1** The MSI Webmaster will be paid a stipend to not exceed \$500 per year on August 1<sup>st</sup> of each fiscal year.

**Article M31: Use of USA Swimming and Maine Swimming, Inc. Logos**

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

**Article M32: Financial Policy and Procedures**

**32.1 General**

- A. The MSI Board of Directors of Directors formulates financial policies and reviews financial operations and procedures.
- B. The MSI Treasurer has financial management and reporting responsibilities as outlined in MSI Bylaws Articles 5.5.3 and 10.2.
- C. Financial duties and responsibilities will be separated as much as possible to ensure that no one person has access to and control over cash receipts and disbursements, accounting for financial transactions, receipt of bank statements, and preparation of financial statements and reports.
- D. If an adequate segregation of duties does not exist, the following could occur without being detected:
  1. Transactions completed without MSI Board of Directors of Directors’ knowledge or approval;
  2. Conflict of interest in which an individuals’ financial or personal considerations may adversely impact (or have the appearance of impacting) judgment in exercising MSI duties and responsibilities;
  3. Inaccurate and/or inadequate financial documentation (i.e., errors or irregularities);
  4. Improper use of funds or modification of data; and
  5. Misstated financial statements and related reports and filings.

- E. All contracts and accounting books and records will be kept on file by the Treasurer.
- F. The MSI Treasurer will utilize a double entry system of accounting for all funds.
- G. The MSI Treasurer will maintain MSI accounting records on the accrual basis in a manner that facilitates the preparation of audited financial statements conforming to generally accepted accounting principles.
- H. The MSI Treasurer will record and maintain all MSI financial transactions, records, and accounts using QuickBooks accounting software. All pertinent computer files will be backed up to an external storage device on a weekly basis.
- I. The MSI Treasurer will maintain all documentation supporting cash receipts, disbursements, reports, and filings in chronological order. Adequate documentation will be maintained to support all journal entries.
- J. These financial policies are designed to provide a system of checks and balances to decrease the likelihood of errors and irregularities and to ensure that transactions are consistent with the intentions of the MSI Board of Directors of Directors.
- K. These policies will be reviewed and updated annually by the MSI Board of Directors of Directors and/or Audit Committee.

### **32.2 Cash Receipts**

- A. The MSI Treasurer will coordinate with the General Chair and Meet Director to ensure availability of replenished cash boxes for each swim meet operated by MSI. The contents of the cash boxes should be periodically counted and witnessed (and excess deposited when appropriate). The MSI Treasurer will promptly deposit the contents of the cash boxes at the end of the event.
- B. The MSI Treasurer will coordinate with the Membership/Registrations Chair, Sanctions Chair, Zone Chair, Camp Coordinator and others who may in the course of their duties receive monies on behalf of MSI. The MSI Treasurer will help ensure that these individuals have the support needed to ensure complete and accurate accounting, including spreadsheets and other tools designed to facilitate organization and control of financial information. The MSI Treasurer will review the documentation, reconcile amounts received, and promptly make the bank deposit.
- C. All checks received by MSI will be promptly endorsed FOR DEPOSIT ONLY using a stamp that identifies the MSI checking account number.
- D. The MSI Treasurer will also receive monies directly, including amounts for meet surcharges, unpaid balances, and fines and penalties. These amounts will be promptly deposited.
- E. All receipts will be deposited intact. No disbursements will be made from cash or check receipts prior to deposit. The MSI Treasurer will utilize 2-part deposit slips to ensure that a detailed record of all deposits is maintained.
- F. Cash shall be locked in a secure location until taken to the bank. Deposits should be made as soon as reasonably possible.

### **32.3 Cash Disbursements**

- A. The MSI Treasurer will be in possession of all blank checks. Checks will be maintained in a secure location.
- B. Checks will be signed by the Treasurer, General Chair, or another party designated by the MSI Board of Directors of Directors.
- C. All original invoices will be immediately forwarded to the Treasurer, who will review for mathematical accuracy, validity, conformity to the budget or other MSI Board of Directors authorization and compliance with contractual requirements.
- D. Prior to payment, invoices related to zone meets, merchandise sales, or camp programs will be approved (indicated by initialing or via email) by the Zone Chair, Camp Coordinator, or other MSI Board of Directors Member who can verify the accuracy of the quantities received and amounts billed.
- E. The MSI Treasurer will prepare accounts payable checks on a bi-weekly basis. These checks will need MSI Board of Directors approval unless they are for expenses approved in the MSI budget, such as expenses for Championship Meets, Zone Travel, Athlete travel, conferences, Zone Meetings and the USA-S convention, USA-S registration fees and office supplies. The MSI Treasurer will submit a list of checks used to pay expenses showing the entity paid, the amount paid, and the reason for the payment and the check number to be submitted for review

and approval by the MSI Board of Directors at its next meeting. In no event will blank checks (i.e. those without a payee and/or amount) be signed in advance.

- F. In no event will an individual sign a check that is payable to himself/herself.
- G. In no event will an individual sign a check that is payable to his/her family member or to an organization that is controlled by either the check signer and/or a related party.
- H. Amounts that can be paid directly by MSI should be paid directly by MSI whenever possible in accordance with the internal accounting controls outlined in this document.
- I. Stamps and other items paid for by Maine Swimming should be stored in a secure location and segregated from assets purchased for personal or other business purpose or use.
- J. Voided check will have "VOID" written boldly in ink on the face and have the signature portion torn out. Voided checks will be kept on file.
- K. At the end of each month, the Membership/Registration Chair forwards to the MSI Treasurer any checks received during the month, along with a summary report outlining all registrations processed. By the 3<sup>rd</sup> of each month, USA Swimming sends the MSI Treasurer an accounting of the amount due for USA Swimming's portion of the registrations processed during the previous month. The MSI Treasurer reconciles the checks received with the registration summaries provided by the Membership/Registration Chair and USA Swimming. Registration fees due to USA Swimming have been set up to be automatically deducted from the MSI checking account on the 10<sup>th</sup> of each month.

#### **32.4 Debit Cards**

- A. The MSI Board of Directors of Director's shall approve no more than 2 MSI Board of Directors Members to have a debit card attached to the MSI checking account for the purpose of conducting MSI business. It can be used for making advance reservations to conferences/meetings, paying for MSI Board of Directors authorized travel expenses, purchasing items needed to host swim meets (e.g., printing and supplies), paying for team travel expenses when outside of Maine (e.g. zones), etc.
- B. Users of the credit cards must obtain MSI Board of Directors authorization before charging any expense over \$100.
- C. The cards must not be used for personal expenses.
- D. The cards will be kept in a secure location when not being used and should not be stored with personal credit cards.
- E. If a card is lost or stolen, it must be reported immediately and replacement cards issued.
- F. When the card is used, the following information must be promptly submitted to the MSI Treasurer to allow for proper accounting:
  - 1. Credit card receipt;
  - 2. Date of purchase;
  - 3. Place of purchase;
  - 4. Purpose of credit card purchase; amount spent; and
  - 5. Person who used the card.

#### **32.5 Purchasing**

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

#### **32.6 Travel & Expenses**

- A. Whenever possible, the details of travel reimbursement requests should be clearly outlined and approved by the MSI Board of Directors of Directors before the travel expenses are incurred. This will include summarizing details of all expected charges for meals, hotels, air and ground transportation, and any other related expenses directly connected to travel on behalf of MSI.
- B. An expense voucher will be completed for all business travel to be reimbursed. Voucher should include all original receipts and be submitted for payment within 45 days of travel. The voucher should include totals and be signed by the person seeking reimbursement.

- C. The mileage expense voucher should include starting and ending odometer readings. Mileage will be reimbursed using the current Non-Profit Federal rate.
- D. Expenses may be paid up front with the MSI debit card, such as airline tickets and hotels with MSI Board of Directors of Directors approval.

**32.7 Insurance**

- A. Reasonable, adequate coverage will be maintained to safeguard the assets of MSI and to protect its members. Such coverage will include liability coverage for MSI and its Officers and Directors and other insurance that the MSI Board of Directors of Directors deems necessary.

**32.8 Bank Statements & Reconciliations**

- A. Bank statements and canceled checks will be sent directly to the MSI Treasurer.
- B. The MSI Treasurer will reconcile all bank accounts on a monthly basis. Reconciliation will include utilizing QuickBooks to compare amounts and items reported on the bank statement with those recorded in MSI accounting records to verify the completeness and accuracy of recorded transactions.
- C. Completed bank reconciliations, statements, and canceled checks will be reviewed by a designated MSI Board of Directors Member on a quarterly (or some other periodic) basis as determined by the Board. Also, the designated MSI Board of Directors Member will have access to all documentation supporting recorded financial transactions being reconciled and reviewed.
- D. The reviewer will sign and date the completed bank reconciliation to document satisfactory completion of the review. The reviewer
- E. On all checks outstanding over 90 days, the MSI Treasurer should take appropriate action (i.e., follow-up with the payee, stop payment, and replace check, if necessary).

**32.9 Accounting Reports**

- A. On a quarterly (or some other regular periodic) basis as determined by the MSI Board of Directors of Directors, the MSI Treasurer will ensure preparation and electronic mail distribution to all MSI Board of Directors Members an updated Statement of Financial Position (i.e., Balance Sheet), Statement of Activities (i.e., Income Statement), and comparison of actual versus budgeted revenues and expenses by project.

**Last Updated: 8/13/10**

**MAINE SWIMMING SCHOLARSHIP  
FOR HIGH SCHOOL SENIORS**

February 12, 2010

Dear Maine Swim Coaches and Athlete Representatives:

Maine Swimming is pleased to announce that it will again be offering a \$1,000 scholarship to a graduating High School Senior. The scholarship will be awarded to a deserving senior who plans on continuing his education and swimming at the collegiate level.

Attached please find a copy of the application. We would like to have all applications done via e-mail or submitted on CD Disk. Please make them available to all of your High School Seniors who will be furthering their education while swimming at the college level next year. Be advised that MSI must be notified immediately if any high school senior receives a 100% scholarship (tuition and room and board) for swimming from their institution at any point as the MSI scholarship would need to be awarded to a runner-up.

Completed applications must be received no later than **April 15th 2010**. Applications received after this deadline will not be considered. The winner will be announced at the Maine Awards Dinner on May 1, 2010.

Thank you for your assistance.

Sincerely,

Leanne Gravel  
Senior Vice-Chair  
Maine Swimming

Attachment

## **MAINE SWIMMING SCHOLARSHIP FOR HIGH SCHOOL SENIORS**

**PURPOSE:** To provide a scholarship to a deserving Maine high school graduating senior who has participated in Maine Swimming events and plans on attending a college/university where he/she will continue swimming on the college team.

**AWARD COMPONENTS:** One (1) \$1,000 scholarship and individual certificate awarded to one (1) student selected by the Maine Swimming Scholarship Committee.

**CRITERIA:**

1. Applicant must be an active member of Maine Swimming.
2. Applicant must be a graduating high school senior in the year of the award.
3. Applicant must be planning on swimming in college.
4. Applicant must have a GPA of 3.0 or higher.

**APPLICATION PROCESS: (APPLICANT MUST SUBMIT)**

1. Completed application form on a word document or rich text format file (handwritten, typed and/or incomplete applications **will not** be processed).
2. A Short essay (500 – 1,000 words) responding to “*What has competitive swimming meant to you, and how do you think it will help you in the future?*” This must be submitted on a word document or rich text format file.
3. A complete high school transcript with cumulative grade point averages.
4. A list of the colleges you have applied to.

**Deadline for application is April 15, 2010. Applications received after this date will not be considered.**

**Submit application packet to:**

**Leanne Gravel**  
**Senior Vice-Chair, Maine Swimming**  
**11 Coulthard Farms Road**  
**Scarborough, ME 04079**  
[seniorvicechair@maineswimming.org](mailto:seniorvicechair@maineswimming.org)

\*\*\*\* Should the chosen recipient of the scholarship fail to attend an accredited college or university the following fall term, the scholarship must be returned and the alternate applicant will receive the award if he or she has enrolled in an accredited college or university and intends to swim for that school. Confirmation of college or university enrollment will be requested prior to the funding of the award.

**MAINE SWIMMING  
SCHOLARSHIP FOR HIGH SCHOOL SENIORS**

**Student Application**

Please read this form carefully and answer each question completely. Your application will not be processed if all of the questions are not answered in full. Mark N/A for items not applicable. Your application (except your transcripts) must be completed electronically.

**PERSONAL DATA**

Full Name:

Address:

Telephone:

City/State:

Zip:

Full Name and Address of Parents or Guardians:

Father:

Mother:

Address:

Address:

Name of Local Newspaper:

High School:

What colleges have you applied to and where do you plan to attend college?

Where have you been accepted?

What is your cumulative grade point average?

How many years have you been a member of Maine Swimming?

How many Maine Winter Championships have you attended?

How many Summer Championships have you attended?

Did you ever swim on the Maine Zone Team? If so, what years?

Have you qualified for Sectionals, Junior Nationals, Senior Nationals, or Olympic Trials?

If so, what events?

Please explain what your future swimming plans are:

**Write a short essay (between 500 – 1,000 words) responding to the question “What has competitive swimming meant to you, and how do you think it will help you in the future?”**



## MSI Scholarship Program for Disabled Swimmers - 100920

**PURPOSE:** The goal of the scholarship is to help offset the cost of club fees for active disabled swimmers. Most families who have a disabled child also have excessive medical expenses. The scholarship is established to help reduce the cost of club fees to the point that the family can afford for the disabled child to join a Maine USAS sanctioned swim club.

**LIMITS:** The scholarship is limited to Maine residents who are actively participating in age group level swim practice with a USAS/MSI member club. Participation in meets is encouraged, but not required for awarding the scholarship. Qualifying disabilities are those that are defined in the USAS rulebook of the year that the scholarship is awarded.

**FUNDING:** The scholarship was established in April 2010 with a \$1,000 donation from the Westbrook Seals Swim Club. It is hoped that all clubs will hold annual fundraisers to help build the scholarship over time. In order to build the scholarship funds in the short term, no more than half of the available funds shall be awarded per year until the funds are large enough to be self-sustaining. At that point an annual cap shall be put in place to maintain the scholarship's fund base. MSI shall maintain accounting of the scholarship funds as part of the regular Treasurer's report. In addition, MSI shall be charged with issuing the funds to the club of the swimmer that the scholarship was awarded. Funds shall be awarded on a month-to-month bases, and the club is charged with confirming continuing participation of the disabled swimmer. If the disabled swimmer stops swimming for any reason the scholarship award will be rescinded. If the disabled swimmer wishes to return to swimming under the scholarship the club/family must reapply for the scholarship.

### **SELECTION OF RECEIPIANTS:**

MSI Responsibilities: MSI shall form a scholarship committee headed by the Disability Chair and not less than two additional members of the board or member club representatives. The committee shall review the scholarship entrees, and determine the amount to be awarded. The committee shall make recommendations to the MSI board of directors for vote to award the scholarship. There is no limit to the number of scholarships awards per year provided the base funds are not depleted past he original funding objective. A deadline for scholarship entrees must be established, and all entrees for the year must be received by the scholarship committee by the deadline to be considered.

Club Responsibilities: Each club shall make known to their members in need of the scholarship, and aid the family in completing the scholarship form. The club's head coach shall discuss the needs of the disabled swimmer with the family, and confirm that the head coach has the training needed to coach the swimmer with that disability.

### Scholarship Form:

The form shall include the swimmers name, parents/guardians name, and contact information (address, phone, email). Include a brief description of the disability. Include a letter from the swimmers doctor confirming the disability, and providing authorization to participate in swimming describing any limitations. Include a confirmation statement from the Club's head coach. Signature of parents/guardians with statement of liability waiver and verification that the information provided is true to the best of their knowledge, and if found inaccurate all scholarship funds shall be returned in full.

MSI Scholarship Program for Disabled Swimmers - 100920

APPLICATION FOR DISABLED SWIMMER SCHOLARSHIP

Swimmer's Name \_\_\_\_\_  
LAST FIRST MIDDLE

Parent's/Guardian's Name \_\_\_\_\_  
LAST FIRST MIDDLE

Parent's/Guardian's Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
Street  
\_\_\_\_\_  
City/State Zip Code

Phone \_\_\_\_\_ email \_\_\_\_\_

MSI Swim Club \_\_\_\_\_

Brief Description of the Disability:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Attach letter from swimmer's doctor confirming the disability, and authorizing participation.**
- **Attach letter from Club's head coach confirming ability to coach the swimmer with the disability.**

I/We, the undersigned, confirm that the information provided is true to the best of my/our knowledge, and that I/we have discussed my/our swimmer's disability needs with the head coach of the named swim club, and that I am/we are responsible for notifying the head coach of any change in participation level, and also responsible for all dues in excess of the awarded scholarship. I agree both to allow him/her to participate in any meets or practices sponsored by the named club and that he/she will abide by the rules of the Club and of USA Swimming. Recognizing the potential for physical injury associated with swimming, I hereby release, discharge, and/or indemnify the named club, MSI, and USA Swimming from any claim by or on behalf of the athlete as a result of his/her participation in Club practices and/or USA sanctioned swim meets. In addition, I give consent for emergency medical care prescribed by a duly licensed doctor or dentist which may be necessary to preserve the life, limb or well-being of my dependent.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date