

## Governance Committee Meeting Minutes

November 28<sup>th</sup>, 2021 at 7PM via Zoom

**Mission:** Create opportunities and provide resources to promote excellence in Maine swimming.

**Vision:** Maine Swimming: You CAN get there from here!.

**Core Values:** Sportsmanship, Excellence, Leadership, Fun

ATTENDEES: Jack Pillsbury, Kyle Bauer, Brian Savage, Marissa Rossouw, Mary Ellen Tynan, Jim Willis

ABSENT: Olivia Tighe

7:07, Kyle eats frosted flakes, we wait for Sponge, Jim doesn't answer his phone

7:08, Sponge joins, 121 athletes going to senior meet

7:11, Sponge doesn't have Jim in his contacts, calls Jay for his number.

7:12, Jim joins

7:13, Call to order, Jim, Sponge, Kyle, Jack, Mary Ellen, and Marissa in attendance

Jim makes motion to adopt October minutes. Sponge 2nds. All in favor. Passes unanimously.

7:16, Jim has 15 tabs open, Mary Ellen has 22, but had about 45 open earlier today.

7:17, Mary Ellen motions to propose 701 as proposed on the page, Sponge 2nds, Sponge says he doesn't see much bidding going on in the future. Sponge recommends taking 701 out completely. Jim compares it to a free for all.

7:24, Sponge makes a motion to amend wording deleting TPC and adding sanction chair, Marissa seconds. Motion passes unanimously.

Mary Ellen makes a motion to amend 701 to make it effective immediately, passes unanimously.

Vote for 701, passes unanimously.

7:32, Sponge Motion to add office staff after admin vice chair in 501.1, Marissa seconds motion passes unanimously.

7:33, Housekeeping to add "if appropriate" to the language regarding sending an athlete every year to scheduled workshops.

7:34, Vote to accept 501, motion passes unanimously.

7:35, Marissa explains social media policy and decision tree. Jack says if it's a maybe don't post it. Sponge says make sure two adults are copied on emails asking if posts are okay. Housekeeping to potentially block people if they breach social media policy in comments section. Sponge recommends having a specific moderator to review posts going out. The social media policy will be workshopped and brought back next month.

7:52, Board member reimbursement again. Henry asked to be reimbursed by the board this year, Mary Ellen asked other LSC's and got very mixed responses, some reimbursing all board members, while some don't reimburse any. E.g. Olivia shouldn't have to pay for annual membership because she isn't affiliated with Maine Swimming at all besides being on the board.

Jim recommends anyone not in a paid position should be reimbursed. I agree.

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Jim recommends to bring this forward to finance to figure out much it would cost to reimburse volunteers.

8:03 Jim asks Sponge how many swimmers are at senior meet, 121, Jay wants to move Saturday warm up time 1 hour.

8:05, Adjournment, motion passes.

- I. Current 701 - Review and Approval** - Teams in good standing with MESI shall be allowed the choice of hosting scheduled swim meets based on the cumulative number of swimmers entered in MESI sanctioned meets, as verified by the required meet summary report throughout the season. Eligible teams must declare their intention to bid to the Technical Planning Chair by the MESI bid form 7 days prior to the bid meeting and include the type of meet, location of the meet, a facility description, tentative event list and other information as determined by the Technical Planning Committee. The Technical Planning Committee will develop the annual schedule of swim meets for presentation to and/or modification and ratification by the House of Delegates at the Spring House of Delegates Meeting. The approved annual meet schedule will be posted on the MESI website. All coaches and representatives of clubs requesting meet dates will be invited to attend the bid meeting. Notices of upcoming meetings shall be sent to these individuals no later than 14 days prior to such meetings. Any changes to the calendar after posting must be requested through the Technical Planning Chair.

**Proposed 701 - Review and Approval** - Teams in good standing with MESI shall be allowed the choice of hosting scheduled swim meets based on the cumulative number of swimmers entered in MESI sanctioned meets, as verified by the required meet summary report throughout the season. Eligible teams **must submit their bid to the Technical Planning Chair using the form designated for this purpose by February 1st for the long course season and July 1 for the short course season.** The bid form will include the type of meet, location of the meet, a facility description, tentative event list and other information as determined by the Technical Planning Committee. The Technical Planning Committee will develop the seasonal schedule(s) for presentation to and ratification by the **Board of Directors.** The approved seasonal meet schedule will be posted on the MESI website.

Any changes to the calendar after posting must be requested through the Sanction Chair.

Effective Date: Immediate

- II. Current policy 501** - Delegates that Represent Maine Swimming at USA-S Convention - The Maine Swimming slate of six (6) voting delegates to the Convention consists of: General Chair, Administrative Vice-Chair, Senior Vice-Chair, Coach Representative, Age Group Vice-Chair and the Senior Athlete Representative. Based on the Annual Budget, scheduled workshops, and discretion, Maine Swimming will send members of the slate and the Office Administrator to the USA-S Convention. The Board of Directors may choose to send additional or alternate members based on the scheduled workshops and needs of the LSC.
1. Officer Delegate Alternates - If a designated delegate does not attend, the vacancy will be filled by the Board of Directors.
  2. Athlete Representative Alternates - If the Senior Athlete Representative is unable to attend, the Junior Athlete Representative shall attend. If neither the Senior nor Junior Athlete Representative are able to attend, the Athlete At-Large Board Member with the most seniority shall attend. If seniority cannot be established or there remain no additional Athlete At-Large

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*Board Members able to attend, then the General Chair, with the advice and consent of the Board of Directors and the Athlete Representatives, shall designate one or more Athlete Members to attend as a representative of Maine Swimming.*

*3. Any member of the Board of Directors of Maine Swimming that serves on a national committee, who does not have the automatic right to attend the National Convention as a voting member of the Maine Swimming delegation, shall have their name placed before the President of USA Swimming for "at-large voting credentials". If credentialed, the person shall be included in the delegation representing Maine Swimming at Convention.*

**Proposed policy 501** - *Delegates that Represent Maine Swimming at the USA-S Annual Business Meeting - The Maine Swimming slate of **four (4)** voting delegates to the Business Meeting consists of: **Three (3) non-athlete coach members and one (1) non-coach non-athlete member.** If in any year it is determined that Maine Swimming is one of the five (5) smallest LSCs, **only two (2) non-athlete coach members will be part of the slate.** Based on the Annual Budget, scheduled workshops, and discretion, Maine Swimming will send members of the slate and the Office Administrator to the Annual Business Meeting. The Board of Directors may choose to send additional or alternate members based on the scheduled workshops and needs of the LSC.*

*1. **The coach non-athlete delegates will be asked to attend based on the following hierarchy: General Chair, Admin Vice Chair, Office Staff, Officials's Chair, Finance Vice-Chair, Senior Chair Vice Chair, Age-Group Vice Chair, Diversity Equity and Inclusion Vice-Chair, Secretary, Safe Sport Chair, Operational Risk Chair, Treasurer***

*2. **The non-coach non-athlete delegate will be asked to attend based on the following hierarchy: General Chair, Admin Vice Chair, Office Staff, Officials's Chair, Finance Vice-Chair, Senior Chair Vice Chair, Age-Group Vice Chair, Diversity Equity and Inclusion Vice-Chair, Secretary, Safe Sport Chair, Operational Risk Chair, Treasurer***

*3. **Athlete Representative - MESI will send one athlete representative annually, as appropriate. If an athlete is selected by the Zone to attend, that athlete's expenses will be paid for. If no athlete is selected by the Zone, an athlete will be asked to attend based on the following hierarchy: Senior Athlete Representative, Junior Athlete Representative, Senior Athlete At-Large, Junior Athlete At-Large.***

*4. Any member of the Board of Directors of Maine Swimming, **employee or contractor** that serves on a national committee, who does not have the automatic right to attend the Annual Business Meeting as a voting member of the Maine Swimming delegation, shall have their name placed before the President of USA Swimming for "at-large voting credentials". If credentialed, the person shall be included in the delegation representing Maine Swimming at the Business Meeting.*

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### III. **Proposed Social Media Policy**

Athletes experience increased exposure to social media and it is important for athletes, coaches and all members of MESI to know how to act within a social media and virtual environment. The Social Media Policy will provide guidance on the following and should be read in conjunction with the Swimming USA Safe Sport Electronic Communications Policy.

#### 1. Definition of social media and approved platforms

Social Media will include the following approved platforms: Facebook, Instagram, Twitter and MESI website ('Approved Platforms')

#### 2. Types of Social Media activity

Various Actions are possible within a Social Media environment and the following guidelines must be followed for each action:

**Posting:** Posts on pages of Approved Platforms can be made by the Administrator and the Authorised Athlete representatives. A new Athlete Representative will be appointed every two years and shall act as the main contact person in relation to their designated Social Media platform. **It is possible for different Athlete Representatives to be appointed for every different platform.** This Athlete Representative may delegate their administrative authority from time to time to another athlete provided this is approved by the Administrator in writing.

**Commenting:** Any athlete or member may comment on posts across all Approved Platforms. Comments must adhere to the guidelines stipulated when joining each different platform and must be respectful and in line with the Master Guidelines mentioned in item 4 of this policy below.

#### **Tagging:**

**Sharing:** Sharing of content, for example the content from platforms of another LSC

**Note that for any Social Media action mentioned in the headings above the Decision Tree must be referred to in all instances.** See item 5 below.

#### 3. Role of Administrator and monitoring of posts

An administrator appointed by the Governance Committee ('Administrator') will be responsible for the maintenance of all MESI Social Media pages and the acceptance of new members to these pages. Community guidelines for every page must be shared with new members and accepted by new members. The Administrator will sporadically monitor these pages to ensure adherence to guidelines and have the authority to remove any post which he or she deems to be against guidelines set in this policy.

The Administrator will provide guidance to athletes on what is permissible and resolve any questions on permissibility.

#### 4. Master Guidelines

Posts containing the following will not be allowed to be published on any Approved Platforms:

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- *obscene language, images or words of a sexual nature or nudity*
- *opinions or perceived opinions of a racial, homophobic, sexist or political nature*
- *language or action pertaining to or inciting violence of any nature*

*Posts shall not portray any athlete/coach/team member in an inappropriate manner or bring that person under unnecessary scrutiny, criticism or cause adverse consequences for the persons included in the post. Posts shall not bring Maine Swimming into disrepute*

**These guidelines apply equally to all athletes, coaches , members and parents affiliated with MESI.**

### 5. Use of decision tree

A Decision Tree has been developed and will be maintained by the Governance Committee. This Tree must be used for all Actions on Approved Platforms to ascertain whether the contents are permissible and appropriate. If the Decision Tree does not provide sufficient guidance or is unclear, the Administrator should be approached and will have final decision making authority.

### 6. Privacy and Consent

All Privacy and Consent rules agreed to upon Club Registration with MESI will equally apply to Social Media and by agreeing to MESI Privacy and Consent rules at registration, athletes, coaches and members agree to be included in Social Media posts, pictures and articles from time to time on the Approved Platforms of MESI.

Bio's on Social Media pages of MESI will be amended to reflect the implied consent given at club registration.

### 7. Sanctions for non compliance

Instances of non compliance among athletes will be reviewed by the Administrator in the first instance and a written warning will be given. Further escalation for serious or second infringements will be referred to the **Admin Vice Chair**. Instances of non compliance among coaches will be reviewed by the Administrator in the first instance and a written warning will be given. Depending on the seriousness of the incident or repeat occurrence the matter may be escalated to the Executive Board.

### 8. Related policies

USA Swimming Safe Sport policy on Electronic Communications