

**Location:** Metropolitan Policy and Procedures Manual Article 402

**Proposed by:** Allen Wone

**Purpose:** To promote transparency, accountability, document and records retention in the LSC.

**Effective Date:** Immediately

402.1 All persons elected or appointed to a Board of Directors position or Committee Chair position in the LSC are required to use a Metropolitan Swimming assigned email address on all electronic correspondence when performing their elected or appointed duties for the LSC and/or USA Swimming. All electronic correspondence must come from the metroswimming.org domain. Use of other email domains for LSC business is not permitted. All emails and other electronic correspondence to or from metroswimming.org are the property of Metropolitan Swimming, Inc.

402.2 Inappropriate use of Metropolitan Swimming electronic correspondence (E-mail)

Persons with a Metropolitan Swimming LSC Email will not use it for the following purposes (this is not an all-inclusive list):

- Sign up for illegal, unreliable, disreputable or suspect websites and services.
- Send unauthorized marketing content or solicitation emails.
- Send insulting or discriminatory messages and content.
- Intentionally spam other people's emails.

402.3 Repeated violations of 402.1 and/or 402.2 are subject to review by the LSC Administrative Review Board.