

Maine Swimming, Inc.

Policy and Procedures

PART 1: FEES AND REQUIREMENTS

Article F1: Registration

1.1 Club Registration.

The current registration fee for swimming clubs is \$100.00, of which USA-S receives \$70.00 and MSI retains \$30.00. The name of a coach member of USA-S must be included with the fee.

- 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 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. 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 4th through August 31st. The fee for a seasonal club membership is \$70.00.

1.2 Athlete Registration.

- A. The current annual fee for athlete membership in MSI is \$54.00, of which \$44.00 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 will be issued registration cards valid through December 31 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.
 - I. 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. The athlete registration fee for a seasonal membership will be \$31.50, of which \$24.00 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.
- 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 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 an MSI Championship Meet.

1.3 Nonathlete Registration.

The current fee for nonathlete registration in MSI is \$49.00, of which \$44.00 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 \$95.00, of which \$85.00 is forwarded to USA-S and \$10.00 is retained by MSI." The annual nonathlete 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 a \$5.00 fee for transfers.

- A. All coaches, referees, safety marshals, stroke and turn judges, and starters are required to wear their membership cards while working at swim meets.
 - B. No person without a coach membership will be allowed to participate in any coaching capacity at any USA-S sanctioned competition. 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. 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.
- 1.4 Unattached members may join MSI by completing the registration form and submitting the appropriate fees to the Registration Chair of MSI.

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: \$2.00 per event

Relays: \$6.00 per entry

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

Individual Events: \$3.00 per event for all 10 & under/11-12 and Bronze Meet events and

\$4.00 per event for all 13-14/Senior & over events

Relays: \$12.00 per entry

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 Manager Manual.

MSI shall establish and modify, from time to time; a meet manager manual, 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 1st and March 31st. The summer schedule shall be between May 1st and August 31st.

2.2 Scheduling Subcommittee.

The Scheduling Subcommittee shall be chaired by the Technical Planning Chair. It will be comprised of the Technical Planning Chair, Senior Chair, Age Group Chair, and MSI coach's 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 and a representative of the team shall annually attend a MSI Safety 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 Board. The Board will evaluate the bids based on the facility, experience and ability of the club to host the meet and income to MSI. The Board 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 Board of Review of MSI. Disciplinary action may include fines, suspensions, denial of future meets, or any other action deemed appropriate by the Board 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.
- 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 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 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 meet shall submit an application to the Sanction Chair a minimum of 60 days before the scheduled competition. The meet information packet shall not be sent out 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 Board of Directors upon recommendation from the Sanction Chair.

Article M8: Sanction and Approval Fees

- 8.1** The fee for sanctioned and approved meets with entry fees shall be \$100.00, which shall be returned to the club if the following conditions are met:
- A.** The financial report and fees are mailed in accordance with Article M18, 18.1, A.
 - B.** The officials form is mailed in accordance with Article M18, 18.1, B.
 - C.** Meet results are mailed in accordance with Article M17.
- 8.2** Sanction/approval deposit for dual, triangular, and similar type meets not included in sanctioned meet schedules shall be \$25.00 per scheduled meet.
- 8.3** Sanction/approval deposit for time trials shall be \$25.00
- 8.4** Sanction/approval fees for exhibitions, benefits, camps, Swim-a-thons, clinics, etc., shall be \$25.00 per activity.
- 8.5** A surcharge of 15% per swimmer, per event, shall be paid to MSI upon completion of any sanctioned meet.

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 Board 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 9-18 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 male and female teams and first thru third place combined teams and first place male and female teams in each age group.
- 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 100th 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 conversion formula for the appropriate course."

Article M13: Official Entry Form

- 13.1** The official entry form must include each swimmer's first and last name, USA-S number, age (on the first day of the meet), gender, event number, entry times, and entry fee amount, as well as the club and coaches' name. It should also contain the address to which a copy of the meet results will be sent. A team manager hvv file may be submitted via disk/email instead of the official entry form. A hard copy of the entry must accompany the disk or emailed team entry."
- 13.2** The mailed entry form hard copy submitted by the clubs and/or coaches shall be available with the Meet Directors at all times during the meet.
- 13.3** The official 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 meet is responsible for making a reasonable effort to verify the registration of all swimmers, coaches, and officials participating in that meet, prior to the entry of those swimmers into the pool. Verification may be accomplished by requiring presentation of valid registration cards, by location of the swimmers on the MSI registration database, or by other means. The host organization may be subject to a \$10.00 fine levied by the 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. The maximum fine to the host organization is not to exceed \$100.00 per meet.
- 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 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 Board 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 Board 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 (preliminary and final where applicable) must be emailed/mailed within fourteen (14) days of the meet to MSI General Chair, Records Chair, National Times Chair, Age Group Chair, Senior Chair, Sanction Chair and the coach or designated team representative of each participating club or unattached swimmer. It is the Meet Directors responsibility to ensure these results are mailed within the specified time.

17.2 Meet results must be legible, signed by the Meet Director, a hard copy of the meet results shall be mailed to the Sanction Chair for all sanctioned competitions, including league meets and time trials.

17.3 Meet results must be emailed, and if requested, published in the following format:

- A.** A Hy-Tek meet manager backup file, a meet results file for team manager, and a text copy.
- B.** Record of all preliminary and final times to the 1/100th of a second unless disqualified.

17.4 Failure to publish and distribute meet results in the above format may result in denial of further sanctions and team competition as determined by the MSI Board.

Article M18: Meet Administrative Reports

18.1 The meet administrative reports listed below must be mailed within fourteen (14) days after the meet competition.

- A.** The meet financial report must be mailed to MSI Treasurer and must indicate and include the following:
 - 1.** The Hy-Tek Team Entry Report
 - 2.** A check to cover the 15% per swimmer/event meet surcharge.
- B.** The officials form must be mailed to the MSI Sanction Chair and Officials Chair. The form must be signed by the meet referee or Meet Director and list the people who served as referee, starters, stroke and/or turn judges, and head timer. It must also include the start and finish of each session.

18.2 The MSI Treasurer shall notify the Sanction Chair if these reports are not received within the designated time. Failure to publish and distribute meet reports may result in denial of further sanctions and team competition as determined by the Board of Directors upon recommendation of the Sanction Chair.

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.

- B. Certification requirements for officials**
 - 1. Complete and submit application for registration as non-athlete member of USA-S.
 - 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.

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.

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 Chair of the Board of Review and must state all substantiated facts as they are known by the protestant as well as all identifying information requested in 20.3 above. The decisions of the Board of Review are binding on all parties involved. Appeal of the decision of this committee may be made to the MSI house at the appellant's discretion. Procedures for hearings and appeals shall follow the **USA-S Code** and Article 11 of the **Maine Swimming Bylaws**. Appeal to the MSI Board or House must be accompanied by a fee of \$25.00 to cover the administrative costs associated with convening the Board and/or the House. It is nonrefundable.
- 20.5** A swimmer may compete under protest during appeal of a decision of the Board of Review or MSI Board 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 distributed to all MSI member teams and unattached swimmers coach by the fall meeting of the House 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: 32nd place, the previous year's time standard, or the coach's recommendations via the Technical Planning Chair. This process shall be reviewed in odd numbered years.
 - 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 entry time's qualification period for Winter Championships will begin from the first day of competition of the previous Winter Championship and qualification period for Summer Championships will begin the first day of competition of the previous Summer Championship. All times must be swum in USA-S, Interscholastic, YMCA, or Masters certified competition. The swimmer or coach must be prepared to verify the entry times. 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 Board of Review levy a fine against the club entering the non-verifiable time.
- 21.4**The official entry form whether hard copy or emailed must include the name, e-mail address and phone number of a team contact to be notified in case of problems with entries.
- 21.5**Relay entries and fees will be due with individual entries. 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), there shall be a meet committee established by the Board.
- A. The MSI Registration Chair shall review entries and rule on all questions of eligibility to compete.
 - B. If an entry is ruled invalid, the meet committee 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 meet committee is satisfied that there were extenuating circumstances beyond the control of the club or individual submitting the late entries.
 - D. Protests of the meet committee rulings must be submitted in writing and must follow the procedures set forth in the Protest Section, Article 21, of the Maine Swimming Policy and Procedure Manual.
 - E. The meet committee 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 each participating club and filed all required meet reports (including complete meet results, the administrative reports and proof that meet evaluation forms were distributed, along with the appropriate MSI key officials for any meet 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.
- 21.10** As previously specified (Article 4.1 (1) (a) of the Maine Swimming 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. Nonathlete members may only act in an advisory capacity and only at the specific request of the athletes.

21.11 MSI hosted championship meets shall have awards as previously listed in Article M10 of the Maine Swimming Policy and Procedure Manual.

21.12 The Scoring for the Maine Combined 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

21.13 10 and Under swimmers are allowed to swim in only one session per day at an MSI Championship Meet.

21.14 Each team is allowed to enter relays based on the number of swimmers having individual event qualifying times within that age group as follows: 0-4 qualifiers allows 1 relay entry, 5-8 qualifiers allows 2 relay entries, 9-12 qualifiers allows 3 relay entries and so on.

21.15 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 Board of Directors.

21.16 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.

21.17 MSI will reimburse hotel expenses up to \$100 per day (not to exceed \$400) to the Meet Director and/or the Meet Referee if the meet is held at a facility more than 50 miles from their home.

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 at least annually.

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 held independently of a sanctioned meet. If a time trial is held in conjunction with a sanctioned meet on the same day at the same facility and with the same officials, than record performances may be recognized.

22.3 Any omission, errors, or additional information should be reported to the Records Chair or the General Chair of MSI.

- A. If a MSI registered swimmer surpasses an existing MSI record, the swimmer, coach, or parents should arrange for the MSI Records Chair to receive a copy of the official results for that meet so that performance may be appropriately recognized in the MSI records.
- 22.4 To be eligible for consideration as a record, a time must be submitted to the MSI Record Chair within one year of the time it was achieved.
- 22.5 A certificate will be awarded by MSI to any MSI registered swimmer who breaks a MSI record as long as that swimmer has not previously set a MSI record for that age group, stroke, distance.
- 22.6 MSI beginning on May 1, 1995 will recognize records for long course swimming. Submissions for consideration of records shall be submitted to the Record Chair prior to September 15, 1995. The Records Chair will then compile and publish a list of long course records. Thereafter records may be attained pursuant to Article M22.1, 2, 3, 4, and 5.

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 and shall be deposited and managed by the 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 Board concerning the use of 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 to support. Swimmers entered only in relay events are not eligible.
- 23.6 The Board 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 \$300 for Sectionals, Grand Prix meet, Zone Distance camps, and National Select Camps. Up to \$600 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 MSI Winter Championships. The swimmers who achieve the top two times in each of the finals of events 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 selected in only their age group at the Zone meet. 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. Swimmers must decide by 9:00pm of the day that they are selected to the Zone team. The selection of the relay swimmers will be the sole responsibility of the Zone Team Head Coach. The Zone Team Head Coach will have the responsibility for selecting relay

- swimmers based on their best times from the past Championship Qualifying period (see Article M12, section 12.2), "proper proof of times may be necessary."
- 24.2** The MSI Zone Chair shall be appointed by the General Chair with the consent of the MSI Board.
- 24.3** 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 and distributed to each club at least 60 days prior to the scheduled competition.
- 24.4** 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.
- 24.5** 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.

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 with the consent of the Zone Chair.
 - B.** All the chaperones, team manager, 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 Chair, Age Group Chair, and Technical Planning Chair, 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 Technical Planning Chair. Winter Zone applications are due by midnight January 15. The summer zone applications are due by midnight June 15.
- 25.2** The Zone Chair of MSI shall appoint a Zone team coordinator. This appointment shall be made at least 12 weeks prior to the Zone competition. Duties shall include, but not be limited to all the administrative duties associated with participating in these competitions. The Zone Team Coordinator shall review the eligibility of all nominated swimmers and those who have achieved Eastern Zone qualifying times; prepare the tentative line up for distribution to the Zone Committee; 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 coordinator is expected to work in close cooperation with the MSI Board, the Zone Chair, the Zone Team head coach, and the head chaperone.
- 25.3** Chaperones shall be selected by the Zone Team Coordinator. Chaperones will pay for room and board and MSI will pay the travel expense and one t-shirt.
- 25.4** MSI will pay the Winter Zone Team head coach \$400 and the four assistant coaches \$175. 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 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 may ride on the bus to and from the Zone Meet, but their parents have sole responsibility for their swimmers for the duration of the trip, except on the pool deck.

Article M26: United States Aquatic Sports 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 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 Board shall so direct the 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.
- 26.5**MSI shall pay the registration cost and travel, hotel and meal expenses for MSI coach of the year to attend ASCA clinic to receive his/her recognition from ASCA as the MSI Coach of the Year.

Article M27: Deleted

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 board 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 board for the All-Star meet.

Last Updated: 01/15/08