Call to order – Mark Parshall 8:15 am

Roll Call – Mindy Donofrio took Roll call
The following teams were not present for the HOD meeting. As per South Texas Swimming Policies and Procedures (Section IV(F)) and STSI bylaws (602.2.3), these teams may not host a sanctioned or approved meet until the 2017 House of Delegates meeting: ATAC, CLAN, COTA, CPS, DRD, FHD, HEAT, HOT, LIFE, LSAC, MM, MSTR, NAMS, PHAR, PRGN, RUSH, SAS, TCAC, TEAM, WORD, WWW.
Board Members not present, Doug Donofrio, Tim Byerly, Kay Gerken, Kaila Byerly, and Charles Yang.

Adoption of 2015 Minutes – Mindy Donofrio
It was moved and seconded that the minutes from the 2015 HOD meeting be adopted as presented on the website. The motion PASSED.

Audit approval – Annette DuVall
South Texas preformed an outside audit with Armstrong, Vaughan, and Associates. The report was for the year ending Dec 31, 2014. It was determined that the financial statements of South Texas Swimming were done in accordance with generally accepted accounting principles. Annette moved to accept the audit as presented. The motion PASSED.

Reports of Officers
General Chair – Mark Parshall
Mark said that South Texas has almost a million dollars in investments. We are trying to build for national reimbursements. Currently we are investing conservatively and not making much money.

Safe sport – Jennie Lou Leeder
Jennie Lou asked for everyone to provide an email address so she could send out information on Safe Sport to coaches. USA Swimming is hosting a Safe Sport conference, January 22-23, 2017. The conference is open to all coaches and athletes. Jennie Lou asked for everyone to take a look at the website and keep up to date with information on Safe Sport including the Safe Sport Mondays.
**Official** – Trey Prinz  
South Texas is sending a few officials to a mentoring clinic to get new knowledge about mentoring officials. Trey said that the number of officials is down this year but we have maintained the number of officials with multiple certifications, allowing for more meets to be held.

**Treasurer** – Tim Byerly presented by Ellery Parish  
Ellery presented Tim’s Treasurer report. South Texas has put in more safety checks like the addition of a bookkeeper and the safety chair reconciles the bank statement. Tim also created a Google form for national reimbursement submissions along with other reimbursement submissions such as convention and official’s clinics.

A motion was made to move money from under executed line items to the over executed line items that were already spent to cover the variance. The motion **PASSED**.

**Technical Planning Chair** – Jessica Evans  
The planning meeting was Friday night and the updated calendar is on the South Texas website. Any additions and changes should be sent to Jessica Evans.

**Athlete Representative** – Ellery Parish  
All three athletes attended the USAS convention this year and it was highly motivating. The Athlete representatives have been tasked to create a more active and functioning athlete committee. Ellery would like coaches to give names of athletes that might be interested. She would like to give more athlete specific jobs on the committee and have more clubs represented. They also want to help the LSC achieve LEAP level 2 and start an athlete recognition program. The Southern Zone athletes are working on having a food drive at Southern Zones.

**Coach’s Representative** – Scott Brown  
The 2016 Senior Coach of the Year for a large team (more than 150 athletes) – Brendon Hansen - ASC  
The 2016 Age Group Coach of the year for a large team (more than 150 athletes) – Chris Coghill - ASC  
No small teams (less than 150 athletes) applied for the award. Each coach will receive a stipend to attend the 2017 ASCA conference and a certificate.

**Reports of committees and coordinators**

**Registration and Membership** – Mindy Donofrio  
In 2016 there were a total of 44 clubs and 8895 members (8116 Year Around Athletes, 247 Seasonal Athletes, 349 Coach non-athlete members, 162 official non-athlete members and 47 other non-athlete members). Membership was up by about 170 members. USA Swimming will no longer be printing Athlete membership cards and South Texas will no longer be printing non-athlete cards. Mindy went over how to print a membership card using the USA Swimming Deck Pass portal by logging into the USA Swimming website. Membership cards can also be viewed
using the Deck Pass app on a mobile device. A team can also print a roster through their portal to show membership.

**Investment Committee Report**—Gerry Gonzales
Gerry Gonzales is an investment consultant for non-profits from Morgan Stanley. He proposed to South Texas a suite of consulting services. South Texas Bylaws assign an investment committee. John Adickes is on the committee but cannot serve as our investment consultant. A survey was sent to the committee to determine needs and risk. A computer matches survey with a model for investment. The South Texas Survey determined that Market 4 – Market Growth is our best strategy. Gerry then drafted an investment policy to have a full understanding of what South Texas is trying to accomplish and each individual’s role. Gerry showed the strategic investment objectives, time horizon, risk tolerance, prudent spending policy (3% is prudent right now for the market), asset allocation, manager selection, and performance measurement. Market growth is a moderate tolerance for risk that generates income from a mix of equities and bonds. The plan has mostly US investments but will have some non-US investments. No cash reserves will be in the investment account due to the cash on hand in the South Texas bank account. The Investment Committee will get monthly statements and John will provide quarterly reports. Assets under $1 million will cost about 1.1%, over $1 million cost is less than 1%. John would like South Texas to approve to sign a contract with Morgan Stanley, approve the investment policy, and approve to proceed with Model 4.

**ST Swimming Election**

**General Chair:**
Mark Parshall AQTX – Elected

**Admin Vice Chair:**
Janet Risser LCA – Elected

**Senior Vice Chair:**
Lorna Anaya UN – withdrew
Annette DuVall CCAA – Elected

**Trustee At Large:**
Lorna Anaya UN - Elected

**Coach’s Representative**
Jeremy Block AAAA – Elected
Mike Varozza WLOO – withdrew

**Athlete Representative (13 athletes present):**
Nichole Donofrio AAAA
**Robert Anaya** CBA – Elected
Dylan Vinceslio SASA
Maya Imperial BAS
Safe Sport Chair:
Annette DuVall CCAA - withdrew
Rachel Woodard SASA – Elected

South Texas Admin Board of Review (3 non-athlete and 2 athletes)
Arthur Chang – elected regular athlete member change - PASS, non-athlete –
Nichole Donofrio – elected alternate athlete member
Lorna Anaya – elected non-athlete member
Sara Cavazos - elected regular non-athlete member
Jackie Hasson – elected alternate non-athlete member

Southern Zone Board of review –
Chris Kjeldsen – elected coach non-athlete member
DeZion Hartman - elected Athlete member
Brian Albright – elected non-coach non-athlete member

A motion was made to destroy all ballots. Motion PASSED

2017 Budget – Tim Byerly presented by Ellery Parish
The 2017 Budget was presented by Ellery Parish (see attached).
A motion was made to remove $1000 from the legal fee line item and add $1000 to Safe Sport line item.
Motion PASSED
There was a motion to approve budget as amended. Motion PASSED

Rules & Regulations – Jessica Evans
All rules and regulation changed received a motion, a second, and were discussed.

Requires 90% vote: Received Wednesday Sept 29 at 12:03am
South Texas HOD Bylaw 1 - PASSED
Annette DuVall

Current Bylaw:
608.5 SEMI-ANNUAL FINANCIAL REVIEW – A semi-annual financial review of the accounts, books and records of STSI shall be completed every six months and the reports will be presented at the annual House of Delegates meeting in September or October. The balance sheet, the statement of income and expenses, check register and bank statements and other records as is deemed appropriate shall be made available to the audit committee. An outside CPA firm will conduct a formal audit as of October 15, 2015 followed by a review in October, 2017 and alternating every two years thereon. The existing treasurer will have no input to the outside agency that is chosen to conduct the audit review.

Proposed Bylaw:
608.5 SEMI-ANNUAL FINANCIAL REVIEW – A semi-annual financial review of the accounts, books and records of STSI shall be completed every six months and the reports will be presented at the annual House of Delegates meeting in September or October. The balance sheet,
the statement of income and expenses, check register and bank statements and other records as is
deemed appropriate shall be made available to the audit committee. An outside CPA firm will
conduct a formal audit as of October 15, 2015 followed by a review in October, 2017 and
alternating every two years thereon. The existing treasurer will have no input to the outside
agency that is chosen to conduct the audit review.

Rationale: The auditor did not find any major issues with the audit that was performed. The
semi-annual review by the internal review committee at this point is sufficient for our needs.
The cost of the audit could be utilized for our swimmers.

South Texas HOD Proposal 1 - FAILED
Brandon Allenstein

Proposal: Change the scratch policy at South Texas Championship meets to include 2 options
for scratching from finals (Option 1 OR Option 2):

Option 1: Coach can draw a line through swimmers name and initialing at the scratch table
Option 2: South Texas Scratch Card

Rationale: Coaches have limited time at the championship meets and this will allow the coaches
to have options to scratch their swimmers from events. These options will also allow clerk of
course to do less work with the coaches taking some of the responsibility.

South Texas HOD Proposal 2 – updated 9/26/16 - PASSED
Mark Parshall

Proposal - Eliminate the ST $15 out-of-LSC transfer fee, for those that are re-registering for
USA Swimming, for the season.

Rational - We are already getting are $20 South Texas fee. Asking for a $15 transfer fee is
similar to double-billing. Those already registered for the season, transferring to South Texas
would still pay the $15 transfer fee.

The monetary impact to the LSC should be less than $1000

South Texas HOD Proposal 3 - PASSED
Don Walker

Outreach athletes may apply for financial assistance for up to six events per quarter. This is an
increase from the currently allowed three event per quarter.

Rational- This proposal allows more opportunities for outreach/diversity swimmers to compete
in our LSC and lessen the burden of their families financially. All other aspects of the existing
legislation will remain the same, if approved.
South Texas HOD Proposal 4 - WITHDRAWN
JA Gwin
Elliot McGill

Current text page 22-23

XVII. Financial Assistance
A. General Eligibility Policies
2. With the exception of Olympic Trials, members are eligible for financial reimbursement for up to two of the following events during each calendar year at up to the daily rate or flat rate indicated below. The total number of eligible days is calculated from the day of the first event to the day of the last event, plus one day. For the purpose of calculating the eligible days for athletes, only individual and relay events will be considered. (Time trial events are not covered or considered, and relay-only athletes are not covered.) The total dollar amount budgeted by the LSC for financial assistance will be divided between the two seasons and is subject to reduction by an equal amount for all meets/athletes if the amount requested exceeds the budgeted amount. If the entire amount budgeted for short course is not expended, the balance of the budgeted amount will be used for the long course season, if needed. (BoD 12/8/15) For meets held within the geographical territory of the STSI LSC, eligible members will receive financial assistance of up to $125 per day.

a. Olympic Trials: $300 per day
b. Open Water Olympic Qualifier: $200 per day
c. Short Course Junior National Championships: $200 per day
d. Long Course Junior National Championships: $200 per day
e. Short Course National Championships: $200 per day
f. Long Course National Championships: $200 per day
g. U. S. Open: $200 per day
h. USA-S Open Water Championships: $200 per day
i. Futures: $200 per day
j. Can Ams: $200 per day
k. NCSA: $200 per day
l. Arena Pro Series: $200 per day
m. Zones/Open Water Zones: Flat rate per athlete, as determined by the HOD or BoD, based on the location of the Zones/Open Water Zones meet.
n. Open Water Festival: Flat rate per athlete, as determined by the HOD or BoD, based on the location of the meet. (BoD, 2/9/16) The 2016 flat rate is $350 per athlete.

Proposed alternative
XVII. Financial Assistance
A. General Eligibility Policies
2. Members are eligible for financial assistance for a maximum of two events during each calendar year, except when Olympic Trials occur which adds a third event. There are two types of financial assistance – reimbursed and subsidized. Both types are factored into the annual maximum. The total dollar amount budgeted by the LSC for financial assistance will be divided between the two seasons and is subject to reduction by an equal percentage (pro-rated) for all
meets/athletes if the amount requested exceeds the budgeted amount. If the entire amount budgeted for short course is not expended, the balance of the budgeted amount will be used for the long course season, if needed. (BoD 12/8/15)

a. Reimbursed events have a maximum daily rate indicated below. The total number of eligible days is calculated from the day of the athlete’s first event to the day of the athlete’s last event, plus one day. For the purpose of calculating the eligible days for athletes, only individual and relay events will be considered. (Time trial events are not covered or considered, and relay-only athletes are not covered.) For meets held within the geographical territory of the STSI LSC, eligible members will receive financial assistance of up to $125 per day.

- Olympic Trials: $300 per day
- Open Water Olympic Qualifier: $200 per day
- Short Course Junior National Championships: $200 per day
- Long Course Junior National Championships: $200 per day
- Short Course National Championships: $200 per day
- Long Course National Championships: $200 per day
- U. S. Open: $200 per day
- USA-S Open Water Championships: $200 per day
- Futures: $200 per day
- Can Ams: $200 per day
- NCSA: $200 per day
- Arena Pro Series: $200 per day

b. Subsidized events have a non-reimbursable flat rate charged to the member.

- Zones/Open Water Zones: Flat rate per athlete, as determined by the HOD or BoD, based on the location of the meet. The 2017 flat rate is $??? per athlete.
- Open Water Festival: Flat rate per athlete, as determined by the HOD or BoD, based on the location of the meet. (BoD, 2/9/16) The 2017 flat rate is $??? per athlete.

**Proposed Legislation HOD Proposal 5 - FAILED**
Submitted by: Didi Byerly

Proposal:
South Texas Swimming will hire a third-party lawyer and obtain a legal opinion as to whether the newly-approved Federal Labor Standards Act (FLSA) standards are applicable to the single employee of South Texas Swimming.
Estimated cost of this proposal: $1,000

Discussion:
In order to protect the LSC from future legal action, I recommend that a third-party employment attorney be hired to render a legal opinion as to whether South Texas Swimming and/or their employee(s) are subject to this law. Proactive action in the form of a third-party legal opinion can be material in the future if a lawsuit is brought against the LSC.
The Department of Labor's final Rule on defining and delimiting the exemptions for Executive, Administrative, Professional, Outside Sales, and Computer Employees under the FLSA updates the salary level required for the executive, administrative, and professional exemptions to ensure that the FLSA's intended overtime protections are fully implemented, and to simplify the identification of the overtime-exempt employees. The final rule, effective 1 December 2016, raises the salary level from $23,660 per year to $47,476 per year. Additionally, a duties test must be applied to determine an exempt or non-exempt status. To be "exempt" from the FLSA's Final Rule, both the salary test and the duties test must be passed.

While many non-profit organizations may not be covered enterprises under the FLSA, most non-profits are likely to have some employees who are covered individually and are therefore entitled to the minimum wage and overtime protections guaranteed by the FLSA.

**South Texas HOD Proposal 6 – PASSED as amended**

Tim Byerly

Reference: USA Swimming Rule Book, Paragraph 202.4.10
Effective Date: Immediately
The purpose of this legislation is to make members aware of the requirement to submit financial statements to the LSC within 45 days of the end of an event. This legislation is to include this requirement in the South Texas Swimming Policy and Procedures. Since this is a requirement of USA Swimming, the vote is merely to include it in the Policy and Procedures manual since the requirement to provide to the LSC is already directed by USA Swimming but is not currently being done within South Texas Swimming.

The **Treasurer Sanction Chair** will create a Google Form to include the required information for a profit/loss financial statement. The report should go to the Sanction chair.

The referenced paragraph reads as follows:

202.4 - REQUIREMENTS FOR SANCTION
202.4.10 The issuing LSC shall receive the following information regarding finances from every organization receiving a sanction except for events sponsored by USA Swimming:
   A. The LSC shall require the organization to which a sanction has been granted to file, within 45 days after the event, a financial statement setting forth all receipts and disbursements in connection with the sanctioned event.
   B. The LSC may at any time require the organization to furnish, within 15 days after written request, all receipts and vouchers relating to the sanctioned event.
   C. No sanction to hold any athletic event of any kind shall thereafter be issued to an organization who has failed or refused to file with the LSC any statement or affidavit required under any subdivision of this section, until the statement or affidavit is filed, or until such time as the LSC may determine

A motion was made to amend to add Report should go to Sanction chair and remove Treasurer (see above in red). The motion to amend **PASSED**.
South Texas HOD Proposal 7 - FAILED
Annette DuVall

Current Policy and Procedures:

II. Fees, Fines, and Miscellaneous Charges  
C. Splash Fees (HOD 10/7/12, 10/5/14)  
1. Each individual entry and relay entry that occurs at a sanctioned meet or a sanctioned time trial is assessed a splash fee of $1.25 per event by South Texas Swimming. All events at meets hosted by a South Texas Swimming team, except for some select meets including the Senior Circuit meets, Texas Age Group Championships, Age Group Zones, and national-level meets, are assessed splash fees.

Proposed Policy and Procedures:

II. Fees, Fines, and Miscellaneous Charges  
C. Splash Fees (HOD 10/7/12, 10/5/14)  
1. Each individual entry and relay entry that occurs at a sanctioned meet or a sanctioned time trial is assessed a splash fee of $1.00 per event by South Texas Swimming. All events at meets hosted by a South Texas Swimming team, except for some select meets including the Senior Circuit meets, Texas Age Group Championships, Age Group Zones, and national-level meets, are assessed splash fees.

Rationale:
We currently have over $830,000 in reserves and over $300,000 in cash account and we are transferring additional amounts to our reserve account annually. Consequently, we have over three years in our reserves which should be sufficient. Therefore, we are proposing reducing the splash fee to $1.00 per event.

South Texas HOD Proposal 8 – PASSED as amended
Annette DuVall

Current Policies and Procedures:

IV. Meetings  
G. (HOD, 10/5/14) In addition to paragraph 606.1.13 of the South Texas Swimming Bylaws, which designates the officers who attend the USA Swimming convention, South Texas Swimming will also fund members who are appointed or elected to serve on National or Southern Zone committees, including presenters at USA Swimming and USA Swimming Presidential appointments as at-large delegates to USA Convention, if not funded by USA Swimming. Retroactive to September, 2014.

Proposed Policy and Procedures:
IV. Meetings
G. (HOD, 10/5/14) In addition to paragraph 606.1.13 of the South Texas Swimming Bylaws, which designates the officers who attend the USA Swimming convention, South Texas Swimming will also fund members who are appointed or elected to serve on National or Southern Zone committees or USA Swimming subcommittees, including presenters at USA Swimming and USA Swimming Presidential appointments as at-large delegates to USA Convention, if not funded by USA Swimming. Retroactive to September, 2016.

Rationale:
We have individuals that are appointed to USA committees and subcommittees. Both are volunteer positions to assist USA Swimming and these volunteers represent STX Swimming. We would like to see more representation from STX Swimming on USA Swimming committees and subcommittees and as such we need to assist their costs in attending the USA Swimming Convention.

A motion was made to amend the policy to include USA swimming subcommittees (see above in red). The motion to amend PASSED.

South Texas HOD Proposal 9 – PASSED as amended
Annette DuVall

Current Policies and Procedures:

XVII. Financial Assistance
F. USA-S Conventions, USA-S Travel and Other STSI Official Travel

6. All requests for reimbursement are due within 30 days of the last day of travel.

G. Coach’s Travel for Camps, Zones, and Other Applicable Meets

3. All requests for reimbursement are due within 30 days of the last day of travel.

I. Athlete's Travel for Camps

3. Requests for camps included in Section XVII I are due 30 days after the last day of attendance.

Proposed Policy and Procedures:

XVII. Financial Assistance

F. USA-S Conventions, USA-S Travel and Other STSI Official Travel

6. All requests for reimbursement should be submitted are due within 60 days of the last day of travel.

G. Coach’s Travel for Camps, Zones, and Other Applicable Meets
3. All requests for reimbursement **should be submitted** are due within 30-60 days of the last day of travel.

**I. Athlete's Travel for Camps**

3. Requests for camps included in Section XVII **should be submitted** are due within 30-60 days after the last day of attendance.

Rationale:
If a request for reimbursement is a day over the 30 days written in the policy and procedures, the request for reimbursement will be denied unless approved by the board of directors. Reimbursements are reimbursements of amounts spent by the members of our LSC and there are no monies expended by our LSC until the reimbursement request is paid. If a reimbursement request is submitted over 30 days after travel, it is not detrimental in any way to our LSC to reimburse the expense.

A motion was made to amended to read “Are due within 60 days of the last day of travel” in place of should be submitted within 30 days (see above in red). The motion to amend **PASSED**.

**South Texas HOD Proposal 10 – PASSED as amended**
Annette DuVall

Current Policy and Procedures:
**XVIII. Financial**
**B. Disbursements**
8. Reimbursements to coaches for service with LSC-sponsored teams **WILL NOT** be provided until complete, accurate, and proper tax and receipt documentation have been submitted to the STSI Treasurer.
   a. The specified documentation is a mandatory requirement and must be in the hands of the STSI Treasurer not later than 30 calendar days after the completion of the competition for which reimbursement is sought.
   b. If this time constraint is not met, reimbursement will be denied without recourse.

Proposed Policy and Procedures:

**XVIII. Financial**
**B. Disbursements**
8. Reimbursements to coaches for service with LSC-sponsored teams **WILL NOT** be provided until complete, accurate, and proper tax and receipt documentation have been submitted to the STSI Treasurer.
   a. The specified documentation is a mandatory requirement and **should** must be in the hands of the STSI Treasurer not later than 30-60 calendar days after the completion of the competition for which reimbursement is sought.
   b. If this time constraint is not met, reimbursement will be denied without recourse.

Rationale:
We are all volunteers for this organization and as such we should not penalize volunteers without any recourse for not submitting reimbursement requests within 30 days of travel for our LSC.

A motion was made to amend to change “should” back to “must” and change to 60 calendar days (see above in red). The motion to amend PASSED.

**South Texas HOD Proposal 11 - PASSED**
Annette DuVall

Current Policy and Procedures:

**XI. South Texas Swimming Championship Meets**
A. The STSI Championships for short course are based on the 2013 – 2016 USA-S National Age Group Motivational Time Standards….

Proposed Policy and Procedures:

**XI. South Texas Swimming Championship Meets**
A. The STSI Championships for short course are based on the 2017-2020 USA-S National Age Group Motivational Time Standards….

Rationale:
Revised to adjust the NAGS Motivational Time Standards to the current 2017-2020 time standards.

**South Texas HOD Proposal 12 - PASSED**
Annette DuVall

Current Policy and Procedures:

**XI. South Texas Swimming Championship Meets**
G. The preliminary sessions of the STAGS meets will be seeded and swum in the traditional USA Swimming age groups, i.e., 10 and under, 11 and 12, 13 and 14, and 15 through 18, with two heats advancing to the finals. However, the Meet Referee and/or Meet Director may choose to combine age groups of events as necessary to conserve time.

1. (HOD 9/29/13) For the long course meets, all events 400 meters and longer will be deck seeded after positive check in.
2. For the short course meets, all events 400 yards and longer will be deck seeded.

Proposed Policies and Procedures:

**XI. South Texas Swimming Championship Meets**
G. The preliminary sessions of the STAGS meets will be seeded and swum in the traditional USA Swimming age groups, i.e., 10 and under, 11 and 12, 13 and 14, and 15 through 18, with two heats advancing to the finals. However, the Meet Referee and/or Meet Director may choose to combine age groups of events as necessary to conserve time.
1. (HOD 9/29/13) For the long course meets, all events 400 meters and longer will be deck seeded after positive check in.

2. For the short course meets, all events 400 yards and longer will be deck seeded after positive check in.

Rationale: Revised short course meets of 400 yards or longer to be deck seeded after positive check in.

South Texas HOD Proposal 13 - PASSED
Annette DuVall

Current Policies and Procedures:

XXI. Approved for Observation Meets in South Texas Swimming, Inc. (STSI) (HOD 10/07/12)
G. When coaches and/or administrators determine it is necessary and/or desirable to have a time or times uploaded to SWIMS subsequent to an Observed meet already concluded, such an action must be initiated with the appropriate SWIMS User within 14 calendar days of the meet’s conclusion. Requests received after 14 days have passed can be fulfilled but require a fee of $25.00 per time, payable in advance and only by check.

Proposed Policies and Procedures:

XXI. Approved for Observation Meets in South Texas Swimming, Inc. (STSI) (HOD 10/07/12)
G. When coaches and/or administrators determine it is necessary and/or desirable to have a time or times uploaded to SWIMS subsequent to an Observed meet already concluded, such an action should be initiated with the appropriate SWIMS User within 14 calendar days of the meet’s conclusion. Requests received after 14 days have passed can be fulfilled but require a fee of $25.00 per time, payable in advance and only by check.

Rationale: South Texas Swimming, Inc. does not need to fine coaches in order to load times into SWIMS.

South Texas HOD Proposal 14 - PASSED
Annette DuVall

Current Policies and Procedures:

Appendix G
Document Retention Policy
South Texas Swimming, Inc. shall retain records in an orderly fashion for time periods that comply with legal and government requirements.

Type of Document Minimum
ADD:
To be archived: Archive Location
Legal Documents and all supporting documentation..................................Secretary

Rationale:
We had difficulty locating supporting documentation from the previous legal issues for last year’s bankruptcy petition. One of individuals that had the documentation are no longer part of our LSC. We may have to revisit this issue in ten years and if we do, we will have issues finding the supporting documentation if we do not have someone responsible for maintaining the documentation.

South Texas HOD Proposal 15 - FAILED
Annette DuVall

Current Policies and Procedures:

Appendix K
Investment Policy Statement (HOD 10/7/12)
F. Use of Funds. Funds and proceeds of the investment account may be used for the following purposes:

1. All or part of the dividends and investment gains from the previous year may be used to reimburse athletes for costs associated with travel to national level meets as defined by the South Texas Swimming, Inc Policy and Procedures Manual or to meets at which the athlete represents the LSC.

2. Principle funds may be used to defray emergency expenses as needed with a 75% vote of the full BoD (not just those present and voting) or a 2/3rds vote of the HOD at the STSI Annual Meeting.

Proposed Policies and Procedures:
Appendix K
Investment Policy Statement (HOD 10/7/12)
F. Use of Funds. Funds and proceeds of the investment account may be used for the following purposes:

1. All or part of the dividends and investment gains from the current and/or previous year may be used to reimburse athletes, coaches or officials for costs associated with travel to national level meets as defined by the South Texas Swimming, Inc. Policy and Procedures Manual or to meets at which the athlete, coaches or officials represents the LSC.

2. Principle funds may be used to defray emergency expenses as needed with a 75% vote of the full BoD (not just those present and voting) or a 2/3rds vote of the HOD at the STSI Annual Meeting.

Rationale:
The LSC has over $830,000 in reserves and we do not need additional monies transferred into the reserve account with over $300,000 in cash. We need to utilize the interest and investment gains from the investment account for our national reimbursements for our athletes, coaches and
officials. The investment account was established with the intent of utilizing these monies to pay for these annual expenses.

**South Texas HOD Proposal 16 - PASSED**  
Ellery Parish

Current Policy:  
The referenced section of the Policy and Procedures manual lists 14 different meets. Swimmers may request financial assistance for no more than 2 meets, except in an Olympic year.

Proposal: Remove Zones and Open Water Zones from the list

Rationale: Zones and Open Water Zones provide the opportunity for swimmers to be part of the LSC team. The other meets listed are geared towards individual swimmers and their club team. As such, this proposal is to remove the two meets and not include them as part of the 2-meet limit for financial assistance.

**South Texas HOD Proposal 17 - FAILED**  
Elliot McGill

Increase 2017 Summer Juniors to 250.00 per day, and decreasing 2016 Winter Juniors to 150.00 per day. Due to the inflated costs of New York area.

There was a motion to add “2016” (see above in red). The motion to amend **PASSED**

**South Texas HOD Proposal 18 – PASSED as amended**  
Ellery Parish

Proposed Legislation: Addition of $1000 to budget for Athlete Recognition pending Board of Directors approval.  
LEAP Level 2 requires a program for Athlete recognition. As of now, the LSC does not have a program in place. I would like to request $1000 for an athlete recognition program. Upon approval of the budget item, the Athlete’s Committee will develop a program within the budgeted amount. The Board of Directors will approve use of this money.

A motion was made to amend to add “pending Board of Directors approval” to the motion (see above in red). The motion to amend **PASSED**.

**South Texas HOD Proposal 19 - PASSED**  
Jessica Evans & Janet Risser

Proposed Legislation:

STSI Junior STAGS Meet Format – remove qualify time period for events entered.
Rationale:
The Junior STAGS meet format was changed in 2015 to attempt to control the meet size and timelines. The changes were successful. However, after holding the meet, we propose removing the qualifying time period for events entered.

Change to Policies and Procedures Section XI E

**South Texas HOD Proposal 20** - PASSED
Jessica Evans & Janet Risser

Proposed Legislation: Financial Assistance for Meets Held in Texas

**Proposal:** Change the daily rate for eligible national-level meets held in Texas from up to $200 per day to up to $125 per day.

**Rationale:** The Board of Directors amended the financial assistance policy in 2015 to reduce the daily rate from up to $200 per day to up to $125 per day for meets held in the South Texas Swimming LSC, because air travel is not required. This policy should also apply to meets held anywhere in Texas, for the same reason.

Change to Policies and Procedures Section XI E

**South Texas HOD Proposal 21** - PASSED
Jessica Evans

Proposed Legislation: Fees

Proposal: Change the annual club registration fee to $95 if registered on or before December 31, and $195 thereafter.

Rationale: This simplifies the pricing for club renewals, eliminating a separate fee for renewals processed in December.

Change to Policies and Procedures Section II A

**South Texas HOD Proposal 22** - WITHDRAWN
Jessica Evans

Proposed Legislation: Fees

Proposal: Allow waiving of the SWIMS upload fee.

**Rationale:** STSI currently charges athletes $25 per time to upload times to SWIMS more than 14 days after a meet’s conclusion, payable in advance. This fee applies to observed meets and for splits at USA Swimming sanctioned and observed meets. In most (if not all) cases, the reason why the time wasn’t loaded is by no fault of the athlete and charging athletes for loading their
earned times seems excessive. This change would give the SWIMS user the option of waiving
the upload fee when the time wasn’t originally loaded through no fault of the athlete.

Change to Policies and Procedures Section II G

**South Texas HOD Proposal 23 - PASSED**
Jessica Evans

**Proposed Legislation: South Texas Championship Meet Scratch Rule**

**Proposal:** Eliminate the tiered financial penalty for no shows for positive check-in and finals
events at STSI championship meets. The current scratch policy is as follows:

Swimmers who fail to compete in a positive check-in event after positive check-in or any
swimmer who qualifies for a final and does not scratch and then fails to compete in the finals
heat will be disqualified from further participation on that day. Swimmers may pay a fine of $50
at the meet, payable to South Texas Swimming, to compete in subsequent days of the meet and
must positively check in for the remainder of the meet with meet administration. In the event the
swimmer has no additional events in the meet or the missed event occurs on Sunday, the
swimmer will be fined $100. Illness and injury may be excused by the Meet Referee and this
policy does not apply to alternates.

A swimmer who fails to compete in a finals event on Sunday will also be barred from
competition in subsequent South Texas Swimming sanctioned meets until any such fines are paid
to South Texas Swimming.

**Proposed Changes:**

- For a no-show in a positive check-in event, the penalty is disqualification from the
  swimmer’s next individual prelims event.
- For a no show in a finals event, the penalty is $50 per event and disqualification from the
  swimmer’s next individual prelims event. When the no-show is on Sunday or if the
  athlete has no remaining individual events, the fine is $100 per event.

**Rationale:** The current scratch rule, adopted in 2015, is administratively complicated and
difficult to understand because the penalties are contingent on the athlete’s remaining events
and/or willingness to pay a fee to re-enter the meet. In many cases, the athlete incurs no actual
penalty for the no show. Athletes who no-show finals events should incur penalties because they
are taking an opportunity away from another swimmer, and athletes who check in for distance
events and fail to compete may contribute to a longer session for other athletes when events have
empty lanes. Our rules need to support the athlete’s chance to learn and compete, but at the same
time, teach them responsibility.

Change to STSI Championship meet template
South Texas HOD Proposal 24 - PASSED
Jessica Evans & Janet Risser

Proposed Legislation: South Texas Swimming Safety Guidelines and Warm-up Procedures

Proposal: Stipulate that dives during warm-ups are one-way and swimmers must exit the pool on the opposite end. In addition, dives may only occur from one end of the pool.

Rationale: It is unsafe for swimmers to exit the middle of the pool and interfere with other swimmers in the adjacent lanes. In addition, swimmers should dive from one end only, and exit at the opposite end.

Change to STSI meet template

South Texas HOD Proposal 25 - PASSED
Jessica Evans & Janet Risser

Proposed Legislation: STAG Meet Format Changes

Proposal: Change the STAGS meet format to combine age groups during prelims and to swim prelims events slowest to fastest.

Rationale: Feedback from coaches during the LC STAGS meet was to swim prelims events seeded only by time and gender, and to swim events in prelims from slowest to fastest. The goal of both changes is to manage the meet’s timeline better by eliminating the need to swim all prelims events by age group, and also so the fastest swimmers in an event have an opportunity to know the times they need to get into finals.

It should be noted that our current meet template already offers the meet referee the right to combine prelims events by age, but this proposal would update the meet format to formalize this change.

Change to STSI championship meet template

South Texas HOD Proposal 26 - TABLED
Tim Byerly

Proposed Legislation: Approve the use of Constant Contact or like mass e-mail subscription service to effectively communicate with all LSC members. A $1000 is programmed in the 2017 budget.

Rationale: Information does not always flow out to swimmers and parents. Email addresses would be downloaded from SWIMS. Addressees could opt out. USA-S legal has reviewed and said as long as we promote swimming activities, we are in bounds with any Spam rules.
Team Unify communicates with club contact and others with TU accounts. The LSC relies on the club contacts to get the information out. BOD will have an approval process in place for which material is allowed to be sent. Typically promotion of LSC teams, Red & White Meet, symposiums, Open Water events/clinics and LSC Clinics and other LSC business.

Annette moved to table to have the Board of Directors decide the best way to get out mass emails.

**Schedule of Bid Meets for 2016-2017**

- **Short Course B Champs** – January 14-15, 2017 - AAAA at SA Natatorium in San Antonio
- **Short Course BB Champs South** – February 10-12, 2017 – SASA at UIW in San Antonio
- **Short Course BB Champs North** – February 10-12, 2017 – TST at Belton High School
- **Short Course STAGS** – March 3-5, 2017 – WAVE at Palo Alto College in San Antonio
- **Long Course STAGS** – July 13-16, 2017 – WAVE at Palo Alto College in San Antonio
- **Long Course Jr. STAGS** – July 28-30, 2017 - CCAA at CCISD Natatorium in Corpus Christi

**Old Business**

None

**New Business**

A motion was made to approve signing with Morgan Stanley as South Texas investment consultant. The motion PASSED.

A motion was made to approve the South Texas Investment policy. The motion PASSED.

A motion was made to approve using Market 4 – Market Growth as South Texas investment strategy. The motion PASSED.

A motion was made to allow athletes applying for financial assistance to the 2016 Arena Pro-Mesa meet to receive assistance without a qualifying meet since no such qualifying meet was available to these athletes. The motion PASSED.

A motion was made to remove the stipulation to attend a South Texas Swimming sanctioned swim meet in the current short course or long course season prior to asking for reimbursement during that season. The motion PASSED.

A motion was made to change Jr STAGS to a timed final, full three-day meet, effective immediately. CCAA approved the change for the 2017 bid meet. BJ Allenstein will send a proposed meet format (similar to the George Block invite format) to Jessica Evans as a model. The motion PASSED.

A motion was made for the next HOD meeting in San Antonio to be the last weekend in September, September 29-30. 2017. The motion PASSED.
A motion was made to change the House of Delegates meeting a one-day meeting starting with the planning meeting on Saturday Sept 30, 2017. The planning meeting will start at 8am and the HOD meeting will start at 9am. The motion PASSED.

Motion to adjourn at 1:54 pm.