



***ST Board of Directors
Meeting Minutes
Tuesday, November 12, 2024, 8:00 PM
Location: Zoom***

Call to order at 8:02 p.m.

Board Members Present:

BJ Allenstein, Jennie Lou Leeder, Cody Mackall, Fynn Minus, Garrett Nelson, Marcy Parshall, & Mark Parshall

Board Members Absent:

Libby Gunn, Chase Thompson & Mike Worley

Staff Present:

Jessica Evans, Angie Fain, & Erin Meise

Others Present:

Marc Digby & Trey Prinz

1. ST Swimming Mission Statement & Roll Call

- Roll call confirmed attendance.
- The October 8, 2024 meeting minutes were approved with no corrections via email.

2. Financial Reports and Bank Transition (Erin Meise)

- Financial updates were presented, with ACH payments transitioning from PNC to Chase. This process is expected to be smooth and completed by November.
- Action Item: Email all clubs regarding the PNC to Chase transition.

3. Open Water Event and Athlete Membership

- The board approved a \$20 USA Swimming Single Meet Athlete membership for an open-water event in Corpus Christi. The fee will be \$10 (to USAS) and \$10 to STX. At the request of the open-water event host, this membership type was approved for use only for open-water events for unattached swimmers.

- Changes to the Sanctioning Policies & Procedures to include policies for open water events were approved as submitted.

4. Outreach Membership Eligibility

- Jessica raised concerns about eligibility criteria for outreach memberships, specifically the Community Eligibility Provision (CEP) for free lunch, which does not assess individual financial needs.
- Action Item: Refer the issue to the DEI Committee for discussion to be presented at the December BOD meeting.

5. Spring House of Delegates (HOD) Meeting

- It is scheduled for April 6, with optional activities on April 5.
- Discussions included meeting expenses, delegate eligibility, how to determine the number of delegates based on team size (as of what date), and reimbursement policies.

6. Block Party Meets and Championship Events

- The board discussed Block Party meets and their impact on championship events.
- The coaches committee will host a forum to discuss.
- STX will be attending Age Group Zones instead of Duel in the Pool. A motion was made to reallocate the budget for Duel in the Pool back to Zones. Motion approved. Action Item: Communicate this update to teams.

7. Awards and Recognitions

- Coach of the Year Awards: Small Team - Coach Jennie Lou Leeder, Mid-sized Team - Brooke Brisson, Large Team - Dean Kondziolka.
- Updates on meet information and file-sharing permissions for social media announcements were provided.
- Action Item: Transition social media, Zoom, and Mailchimp access from Monica to Jessica.

8. Athlete and Coach Engagement

- Plans for a virtual meeting with South Texas coaches on November 20 at noon.
- Discussion to include outreach to coaches and teams to increase athlete board participation.
- Action Item: Compose an email to contact coaches and teams for athlete board engagement.

9. Personnel and Compensation

- The Personnel Committee proposed compensating Jessica for interim tasks assumed by Monica.

10. Next Steps

- Review and finalize proposals for the new LSC position.
- Confirm scheduling for the next HOD meeting and related expenses.

Action Items Summary:

- Notify clubs about the bank transition from PNC to Chase.
- Transition social media, Zoom, and Mailchimp permissions from Monica to Jessica.
- Reach out to coaches for athlete board participation.
- Notify coaches and swimmers of the decision regarding Zones.
- Refer outreach membership eligibility to the DEI Committee for review.



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: Nov 12, 2024

1. Meeting or Event Attended

- a. USA Swimming times/registration training
 - i. USAS is working on giving permissions in SWIMS to LSC BOD members to run reports relevant to their positions. This is different from “security” roles and is being managed through “user privileges.” This should allow the Safe Sport Chair to generate reports for the LSC related to safe sport, the Treasurer to generate financial reports, and so forth. In the interim, anyone needing reports can contact me.
 - ii. USAS is expanding the use of “reminder” email alerts directly to USAS members:
 - 1. APT 18 Year old Birthday alert for athletes
 - 2. APT 30/60 day alert for 17 year old athletes
 - 3. Background check alert during one’s expiring month
 - 4. 30 day alert for all other member requirements
 - 5. 30 day alert for grace period for Rules & Regulations, CPR (For Junior Coach), and CORE Certification
 - iii. SWIMS will now automatically remove Coach roles for member clubs for individuals no longer registered as Coach members.
 - iv. OTS has been expanded to produce additional reporting.
- b. STX planning for May 2025 Open Water event (as Sanctions Chair).

2. Current STX Registration Statistics

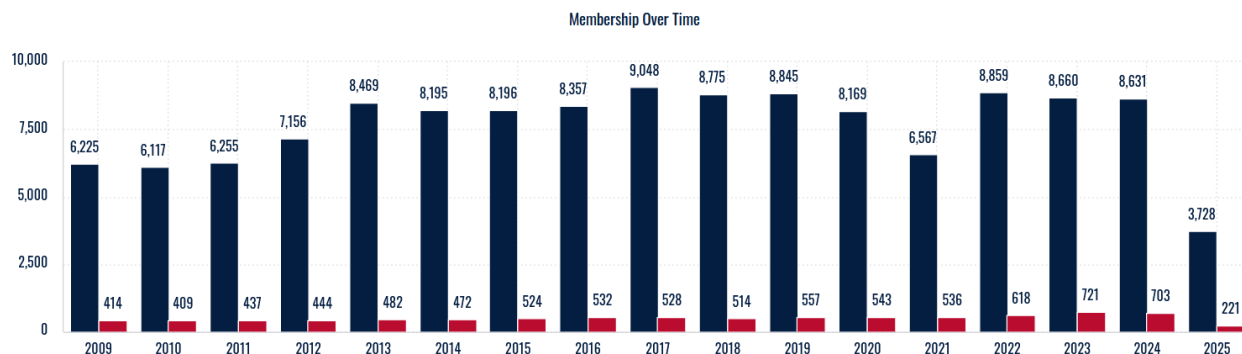
- a. Membership trends over time (since 2009) as of 11/1/24 for total number of Athlete and Non-Athlete members:



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- b. LSC registration transaction summary and revenue for **September and October 2024**:



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Season	Category	Registration Type	Transaction Type	LSC Fee		USA Swimming Fee	
2025 (9/1/2024 - 8/31/2025)	Club Registration	Season 1 Club	Renew	1	\$25.00	1	\$40.00
		Year-Round Club	Renew	41	\$1,025.00	41	\$2,870.00
	Member Registration	Administrator	New	3	\$0.00	3	\$90.00
			Renew	4	\$0.00	4	\$120.00
		Coach	Cancel	-4	(\$60.00)	-4	(\$210.00)
			New	33	\$640.00	33	\$2,240.00
			Renew	61	\$1,120.00	61	\$3,920.00
		Flex Athlete	Cancel	-1	(\$10.00)	-1	(\$20.00)
			New	401	\$4,000.00	401	\$8,020.00
			Renew	108	\$1,080.00	108	\$2,160.00
		Junior Coach	Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	2	\$40.00	2	\$140.00
		Official	Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	23	\$420.00	23	\$1,470.00
			Renew	80	\$1,540.00	80	\$5,390.00
			Life Upgrade			1	\$1,000.00
		Other	Cancel	-3	(\$40.00)	-3	(\$140.00)
			New	4	\$40.00	4	\$140.00
			Renew	10	\$160.00	10	\$560.00
		Outreach Athlete	Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	45	\$90.00	45	\$225.00
			Renew	52	\$122.00	52	\$325.00
		Premium Athlete	Cancel	-29	(\$580.00)	-29	(\$2,030.00)
			New	1,206	\$24,100.00	1,206	\$84,350.00
			Renew	1,772	\$35,440.00	1,772	\$123,900.00
			Upgrade	12	\$120.00	12	\$600.00
			Adjustment			2	\$140.00
		Provisional Coach	New	4	\$80.00	4	\$280.00
			Renew	2	\$40.00	2	\$140.00
Total				3,824	\$69,332.00	3,827	\$235,510.00



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c. 2025 season registrations to date:

Season	Category	Registration Type	Transaction Type	LSC Fee		USA Swimming Fee	
2025 (9/1/2024 - 8/31/2025)	Club Registration	Season 1 Club	Renew	1	\$25.00	1	\$40.00
		Year-Round Club	Renew	41	\$1,025.00	41	\$2,870.00
	Member Registration	Administrator	New	3	\$0.00	3	\$90.00
			Renew	6	\$0.00	6	\$180.00
		Coach	Cancel	-4	(\$60.00)	-4	(\$210.00)
			New	35	\$680.00	35	\$2,380.00
			Renew	65	\$1,200.00	65	\$4,130.00
		Flex Athlete	Cancel	-1	(\$10.00)	-1	(\$20.00)
			New	405	\$4,040.00	405	\$8,100.00
			Renew	109	\$1,090.00	109	\$2,180.00
		Junior Coach	Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	2	\$40.00	2	\$140.00
		Official	Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	23	\$420.00	23	\$1,470.00
			Renew	83	\$1,580.00	83	\$5,530.00
		Other	Life Upgrade			1	\$1,000.00
			Cancel	-4	(\$60.00)	-4	(\$210.00)
			New	5	\$60.00	5	\$210.00
			Renew	10	\$160.00	10	\$560.00
		Outreach Athlete	Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	51	\$102.00	51	\$255.00
			Renew	55	\$128.00	55	\$340.00
		Premium Athlete	Cancel	-30	(\$600.00)	-30	(\$2,100.00)
			New	1,254	\$25,060.00	1,254	\$87,710.00
			Renew	1,883	\$37,660.00	1,883	\$131,670.00
			Upgrade	16	\$160.00	16	\$800.00
		Provisional Coach	Adjustment			2	\$140.00
			New	5	\$100.00	5	\$280.00
			Renew	2	\$40.00	2	\$140.00
Total				4,012	\$72,780.00	4,015	\$247,465.00



STaR Committee Chair Report

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d. **September and October 2024** meet statistics for STX sanctioned meets.

This does not include four Block Party meets held in September and eight Block Party meets held in October. Those meets are sanctioned by USAS and STX receives no revenue from these meets. Estimated sanction and splash fees revenue loss to the LSC to date is approximately \$3,000. Losses to STX clubs hosting sanctioned meets due to Block Party teams not attending are likely 10 times that amount to date.

September 2024 Meets in STX		*excluding observed meets (1)				
Meet	Sanction	Date	Splashes	Athletes	Teams	LSCs
2024 ST NTRO Stephen J Wolleben Me	ST-24-90cm	9/14-9/15/24	1462	409	2	1
2024 ST ASC Sprint Meet	ST-24-91	9/15/2024	504	141	3	2
2024 ST LSAC Welcome to the Rock	ST-24-80	9/15/2024	335	123	3	1
2024 ST AAAA-NS Race Night 1	ST-24-82cm	9/18/2024	409	150	1	1
2024 ST AQTX Round Rock Unclassifie	ST-24-79	9/20-9/22/24	3080	662	11	1
2024 ST SRG SCY Surge September Sp	ST-24-41	9/21-9/22/24	1064	216	7	2
2024 ST WLOO Short Course Kick Off	ST-24-93cm	9/22/2024	782	295	2	1
2024 ST YMCA Swim Y'all September S	ST-24-89	9/22/2024	514	160	1	1
2024 ST SASA Sombrero Series Uno	ST-24-76	9/27-9/29/24	1166	267	10	1
2024 ST AAAA-NE September Splash	ST-24-87	9/28/2024	886	329	2	2
2024 ST ASC IMR/IMX Challenge	ST-24-95	9/28-9/29/24	1279	302	5	2
2024 ST HPAC Sienna Splash	ST-24-81cm	9/28-9/29/24	513	115	5	1
Totals	12		11994	3169	52	



STaR Committee Chair Report

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October 2024 Meets in STX		*excluding observed meets (4)				
Meet	Sanction	Date	Splashes	Athletes	Teams	LSCs
2024 ST TXLA 10&Under Fall Kick Off	ST-24-98	10/6/2024	1172	368	9	1
2024 ST AAAA Race Night 2	ST-24-83cm	10/9/2024	401	141	1	1
2024 ST LSAC 5th Annual Gnarfest	ST-24-104	10/11/2024	526	210	4	1
2024 ST AAAA Arena Fall Classic	ST-24-88	10/12/2024	823	314	6	1
2024 ST BAS SC Swim Meet	ST-24-92	10/12/2024	486	168	6	1
2024 ST ASC Bob Thompson Open	ST-24-103	10/18-10/20/24	3685	541	10	2
2024 ST HPAC Harvest Invitational	ST-24-86cm	10/19-10/20/24	349	80	8	1
2024 ST SRG SCY Surgetoberfest	ST-24-94	10/19/2024	499	144	7	1
2024 ST YMCA Swim Y'all Octoberfest	ST-24-107	10/19-10/20/24	598	158	4	1
2024 ST FISH Great Pumpkin Meet	ST-24-96cm	10/20/2024	1008	277	5	1
2024 ST CCSS 11th Annual Great Pum	ST-24-113cm	10/24/2024	24	24	1	1
2024 ST AAAA Spooky Splash	ST-24-105	10/25-10/27/24	2363	483	4	1
2024 ST SASA Sombrero Series Dos	ST-24-78	10/25-10/27/24	896	221	11	1
2024 ST TXLA 11&Over Fall Kick Off	ST-24-97	10/25-10/27/24	4118	969	20	2
2024 ST AAAA Race Night 3	ST-24-84cm	10/30/2024	416	155	1	1
Totals	15		17364	4253	97	

3. Previous Month's Accomplishments (September & October)

- a. Updated all STX BOD email accounts to transition from outgoing to incoming members, and updated LSC SWIMS portal to update BOD members.
- b. Sanctioned 13 meets in September and 18 meets in October and loaded to ST website, SWIMS, and OTS.
- c. Assisted with sanctioning of a STX open water event, and updated Sanctioning Policies & Procedures to add open water.
- d. Posted 16 STX Observed meets to SWIMS.
- e. Assisted with 1,129 member and club requests via email. This includes assistance with registration, renewal, APT issues, certification updates for coaches, sanction questions and requests, SWIMS login issues, club portal issues, and updates in SWIMS for name, date of birth, club affiliation, contact information updates, and general assistance.



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- f. Updated the online officials roster weekly to update certification dates, renewals for 2025, and transfers as officials complete them. Notified the Officials Chair of new registrations and assisted with new Official registration questions.
- g. Contacted individuals listed on meet sanctions about expired certifications to provide reminders about renewals to ensure that all members listed on meet sanctions are in good standing.
- h. Provided billing and payment reports to the Treasurer and posted EFT and check payments to team accounts. Verified the membership status of athletes and coaches who have requested financial assistance.
- i. Working with the Treasurer on streamlining in the policy for meet reimbursements for Outreach members.

4. Current Month's Action Plans

- a. Contacting all nonathlete members (and cc'ing head coaches) individually when they register to alert them to the membership requirements, with links to complete and instructions for submitting certifications that are not updated automatically. Submitting requests for refunds/cancellations when memberships are made in error.
- b. Ongoing reminders to clubs with overdue Financial Summary reports for swim meets (must be submitted within 45 days of the meet date).
- c. Ongoing contact with STX coaches and other non-athlete members (club board members, team administrators, dryland coaches, and other "Other" members) with expired and/or missing certifications to alert them of their membership requirements, along with step-by-step instructions to bring



STaR Committee Chair Report Submitted by Jessica Evans, STaR Committee Chair

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their memberships current, to ensure that all STX nonathlete members are in good standing.

- d. Ongoing contact with clubs with athlete members turning 18 years old (and becoming “Adult Athletes”), along with step-by-step instructions for completing the APT, so these athletes can continue swimming with the club and entering meets.
- e. Ongoing updates to ST records. USA Swimming still has not updated our archived records so we are managing records manually. Records for October were posted and sent to clubs (there were no new records in September)..
- f. Ongoing updates to the South Texas Swimming [Registration](#) page, which includes FAQs for commonly asked registration and SWIMS-related questions; membership types, descriptions, and fees; and links to required tests for the different membership types. Added links to third-party vendor support resources.
- g. Ongoing updates to South Texas Swimming [Coaches](#) page to include resources for American Red Cross courses and certificates, registration help, and updated resources for racing starts.
- h. Newsletters sent to teams in September and October to increase LSC communications:
 - i. LSC records
 - ii. Instructions for renewing clubs for 2025
 - iii. USAS 2025-2028 time standards posted (& time standards file posted)
 - iv. Insurance reminders
 - v. Notification of expected SWIMS outage
 - vi. Updated procedure for Athlete Necessary Accommodations at swim meets



STaR Committee Chair Report
Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: Nov 12, 2024

vii. USAS grant opportunities for STX members clubs

5. Other

- a. Contacted six head coaches with memberships not in good standing to inform them that the club is also not in good standing. One head coach has not responded (starting with notice in July) and the others are back in good standing.
- b. Contacting nonathlete members (coach, junior coach, provisional coach, other, official, administrators) directly as they register or renew to provide assistance and support with completing the membership requirements for their membership type.
- c. Assistance to two clubs hosting foreign athletes from other World Aquatics federations to secure permissions to train in the U.S.
- d. Website updates for new time standards, safe sport updates, updated club contact logins for STX member clubs, and general maintenance to fix broken and outdated external links.
- e. Assisted with five clubs with concerns about recruiting violations. One matter has been referred to USAS Team Services.
- f. Responded to one inquiry for starting a new USAS member club.



Governance Committee Chair Report

Submitted by Trey Prinz, Governance Committee Chair

Meeting Date: Nov 12, 2024

1. Monthly Highlight

- a. N/A

2. Meeting or Event Attended

- a. BOD meeting (10/08/2024)
- b. Board Orientation (10/15/2024)
- c. Bylaws update discussion (10/16/2024)
- d. Governance Committee meeting (10/23/2024)
- e. Bylaws update discussion (10/30/2024)

3. Meetings or Events Presented

- a. N/A

4. Previous Months Accomplishments

- a. Conducted the orientation session for new board members on 10/15/2024.
- b. Met with Mary Ellen Tynan to discuss some potential updates to the bylaws.

The updates include a potential date change for our Annual HOD meeting (as discussed at our HOD meeting) as well as some mandatory changes from USA-S.

5. Current Months Action Plans

- a. The next committee meeting is scheduled for Wed, November 27 at 8:00pm.

If you would like to attend, please reach out to the [Governance Committee Chair](#).

6. Other / Discussion Items

- a. Updated the board manual (minor housekeeping items)



Governance Committee Chair Report
Submitted by Trey Prinz, Governance Committee Chair

Meeting Date: Nov 12, 2024

7. Governance Committee Meeting Minutes

Date: Wednesday, 10/23/2024

Members Present:

Ben Skinner
Chris Kjeldsen
Annette Duvall
Mark Parshall
Mike Varozza
Dean Kondziolka (Kondo)
Trey Prinz

Discussion:

- Provided an update regarding the orientation session.
- Provided an update regarding the potential bylaw changes.



Senior Vice Chair Report
Submitted by BJ Allenstein, Senior Vice Chair

Meeting Date: Nov 12, 2024

1. Monthly Highlight

- a. Working championship meet stuff, meet info, files, awards, bag tags

2. Meeting or Event Attended

- a. Champ meet meeting

3. Meetings or Events Presented

- a. Champ meet meeting

4. Previous Months Accomplishments

- a. Approved adding 50's of stroke for 13-14 age group this year

5. Current Months Action Plans

- a. Meet info
- b. Meet files
- c. Awards
- d. Bag tags

6. Other / Discussion Items

- a. Officials Observer - working with Marc to get this set up



This report covers activity in Oct-Nov 2024

A. Monthly Highlights

Established new Officials Committee

Marc Digby, Scott Allen, Lorna Anaya, Chad Capps, John De La Rosa, Matilda Gonzales, Maureen Helm, Heidi Hornik-Parsons, Steve Mandacina, Jett Pittman, Trey Prinz, Tom Schultz, Arthur Scott, Monica Thomason, Caitlyn Vandermeer

Set priorities for the 2024-2025 year, which include:

- Current Official Continuing Education
- Junior Officials Program Launch
- LSC Evaluations and Advancement
- LSC-Wide Meet Staffing Tools
- National Meet Engagement
- OQM Meet Coordination
- New Official Orientation
- New Official Recruiting
- Rewards & Recognition
- Open Water Officiating

B. Meetings or Events Attended

STX HoD on Oct 5

USAS Officials Chairs Quarterly meeting on Oct 9

C. Meetings or Events Presented

CJ Clinic on Nov 21

D. Accomplishments

1. Assigned team leads and team members to each priority listed above, and met to discuss goals for the year for each effort

E. Current Month's Action Plan

F. Other/Discussion Items

Monthly Committee Meeting notes are attached for reference



Officials Committee

November 19, 2024

South Texas Swimming

Agenda



- News from National/Zone/LSC
- Officials Committee Members
- Officials Committee Efforts/Roles

News from National / Zone / LSC



National Certification Application link is now live in OTS

NOC would like to us to pass along that it's only for applying for N2 and N3 certifications. About 1/3 of the applications they are getting are from people who've never done a "big" meet or gotten an evaluation.

Steve is hosting a CJ clinic this Thursday (11/21). Link is on the web page if you need to point anyone to it.

Several OQM meet opportunities are upcoming...

GULF Southern Senior Champs – 12/5 – 12/8 (Woodlands)

COR Classic – 12/5 – 12/8 (Garland)

And in Q1...STAGS (San Antonio), STX Sr. Champs (San Antonio), TAGS (Midland) 4C Sectionals (Austin), Southern Sectionals (Rockwall)

Officials Committee



- Marc Digby (UN), Chair
- Scott Allen (UN)
- Lorna Anaya (UN)
- Chad Capps (AAAA)
- John De La Rosa (NTRO)
- Matilda Gonzales (CAA), Athlete
- Maureen Helm (NTRO)
- Heidi Hornik-Parsons (TST)
- Steve Mandacina (UN)
- Jett Pittman (SASA), Athlete
- Trey Prinz (UN)
- Tom Schultz (UN)
- Arthur Scott (HPAC)
- Monica Thomason (WLOO)
- Caitlyn Vandermeer (NTRO), Athlete

Effort: *Current Official Continuing Education*



Who: **Trey Prinz**
Maureen Helm

Mission:

Encourage and facilitate advancement opportunities for existing certified officials, including arranging clinics (when not provided by USAS), helping to suggest good learning opportunity meets, and periodically reviewing the roster for candidates for advancement.

Comments:

Particular attention should be paid to those official with “missing” certs due to certification changes (e.g. DRs without AO, veterans without CJ, DRs without MR training).

Suggested 2024-2025 Goal(s):

1. Upgrade x% DR-without-AO.
2. Upgrade x% veteran-without-CJ.
3. Complete x passes through the roster to identify advancement targets for new LSC or national certification.

Effort: *LSC Evaluation / Advancement*



Who: **Maureen Helm**
Tom Schultz

Mission:

Oversee the LSC evaluation process, including periodic updates to performance guides and evaluation forms, reviewing submitted evaluations, mentoring 'certifiers' to provide quality evaluations, and helping to connect apprentices with qualified mentors.

Comments:

This task is ongoing, as evaluations come in.

Suggested 2024-2025 Goal(s):

1. Publish list of certifiers
2. Complete one annual review of performance guides/evaluation standards.
3. Provide typical turnaround of <2 days for all evaluation submissions or help requests.

Effort: *Junior Officials*



Who: **Caitlyn Vandermeer**
Jett Pittman
Matilda Gonzales

Mission:

Develop the Junior Official program for STX, including developing any specific training or informational material, outreach to clubs who might benefit from having JOs, outreach directly to athletes who may be interested in certifying.

Comments:

Suggested 2024-2025 Goal(s):

1. Go through certification process personally to understand, document steps for others
2. Document the initial plan for the program.
3. Communication plan to coaches, maybe
4. Certify X new Junior Officials in STX.

Effort: *Coordinating LSC-wide Meet Staffing*



Who: **Steve Mandacina**
John De La Rosa

Mission:

Develop a common AND SIMPLE solution for better staffing coordination for all meets across the LSC.

Comments:

Ideally, this effort is one-and-done, with minimal or no ongoing effort.

Suggested 2024-2025 Goal(s):

1. Provide proposed workflow to OC for review
2. Complete one or more “limited trials” for small but representative group of meets...ideally resulting in an LSC-wide roll-out by start of long course 2025.

Effort: *National Meet Engagement*



Who: **Heidi Hornik-Parsons**
Chad Capps
Tom Schultz

Mission:
Encourage STX participation in the USA Swimming
National Meets and the Nation Official Certification
program.

Comments:
This has budget implications.
Once we get officials attending, we can address
certifying more...

Suggested 2024-2025 Goal(s):

1. Survey STX official regarding interest and awareness (N3s + all others)
2. Host webinar on national meet attendance, shortly before applications go live (Digby TODO)

Effort: *OQM Meet Coordination*



Who: **Lorna Anaya**
Steve Mandacina

Mission:

Coordinate the selection of both LSC and National Evaluators for STX OQM meets, and serve as POC for STX to help incoming mentors with arrangements, introductions, and reimbursements.

Comments:

Coordination with MRs and MDs, and STX Treasurer is required.

Consideration should be given both to STX officials needing evaluation AND STX officials who would benefit from evaluator experience.

Suggested 2024-2025 Goal(s):

1. Define evaluator level *needed* for each meet.
...and then....?
1. Secure appropriate evaluators for all OQM meets, within 60 days of identified need.
2. Support evaluator visits such that the evaluators, meet directors and meet referees are all "happy".

Effort: *New Official Orientation*



Who: **Scott Allen**
Heidi Hornik-Parson
Arthur Scott

Mission:
Help new STX officials comfortably transition from initial registration to completion of their first certification (ST or AO).

Comments:
This task requires some initial content development, but then also includes an ongoing communication job.

Suggested 2024-2025 Goal(s):

1. Develop information resources for distribution to new officials.
2. Respond to all new-official questions in <x days.

Effort: *Recruiting*



Who: **Monica Thomason**
Steve Mandacina
Jett Pittman
Scott Allen
Arthur Scott
Lorna Anaya

Mission:

Grow the pool of active STX certified officials available to support STX meets.

Comments:

Our current ratio is 34:1.

A long-term goal is 20:1.

This is going to be hard and is going to take participation from more than just these people.

Suggested 2024-2025 Goal(s):

1. Develop calendar...
2. Develop a plan for outreach to swim clubs.
3. Develop a plan for outreach directly to swim parents.
4. Modestly improve the LSC ratio of athletes-to-officials from X to Y during 2025 LC, with a goal for a more aggressive improvement in 2025 SC.

Effort: *Rewards / Recognition*



Who: **John De La Rosa**
Monica Thomason

Mission:

Develop and execute a new reward and recognition program for STX officials, to encourage retention and facilitate peer engagement.

Comments:

This will have budget implications.
There may be limitations due to data availability.

Suggested 2024-2025 Goal(s):

1. Develop at least one new recognition program that can be executed by end of 2025 LC.

Effort: *Open Water Officiating*



Who: **Chad Capps**
Arthur Scott (because HPAC)

Mission:
Encourage the certification of STX OW officials to support STX OW competition.

Comments:
This almost certainly has to be coordinated with an STX OW event, so timing is not aggressive, but is also not very flexible.

- Suggested 2024-2025 Goal(s):
1. Develop certification standards for STX OW officials.
 2. Promote and conduct at least one certification opportunity within the LSC.

Other items?



Anyone have anything to add/change/suggest for the November officials' email?

- Upcoming OQM meets (wish we had application links for LSC champs)
- Safe Sport update and survey from Safe Sport Chair (Cody)
- New Certifications
- Next meeting Dec 17?

Summary



Attended: Marc Digby, Scott Allen, Lorna Anaya, Chad Capps, John De La Rosa, Matilda Gonzales, Maureen Helm, Heidi Hornik-Parsons, Steve Mandacina, Jett Pittman, Tom Schultz, Arthur Scott, Monica Thomason, Caitlyn Vandermeer...but not Trey Prinz (slacker)

Decisions: none

Actions/Assignments:

- **All team leads**....to work your own actions as presented, and be prepared to present progress at next meeting
- Send best-guess timeline of when national meet applications are live to Heidi -Digby
- Send list of evaluations and evaluators to Maureen/Tom –Digby
- Send OQM requirements to Steve/Lorna –Digby
- Send copies of “welcome” information/emails from OC and Registration to Scott –Digby

Notes:

Next meeting: Tues, Dec 17, 8pm

Treasurer's Monthly Report

South Texas Swimming, Inc.

For the period ended October 31, 2024



Prepared on

November 5, 2024

Treasurer's Notes and Plans

Monthly Treasurer's Report

Report Period: October 2024

Erin Meise - Interim Treasurer

Accomplishments & General Notes

- Checked mailbox weekly. Scanned checks to the Registrar to input into Team Unify. Communicate with other board member regarding other mail received.
- Attended HoD meeting on October 5, 2024.
- Provided budget reports and feedback to the Finance Committee, as requested.
- Supported HoD annual Financial Reports
- Processed Reimbursements for Annual Business Meeting attendees.
- Filed \$0 941 Quarterly report; confirmed receipt.
- Input 2025 Budget into QBO.
- Worked with Kendra on AUP requirements to meet USAS November 15 deadline.
- Notified PNC card holders that the account will be closed as of November 15, 2024. (Conservative estimate/notification to cardholders. PNC Checking account will likely not be officially closed until after the December payment process).
- Continued transitioning vendor payments to Chase, utilizing our credit card as much as possible. Updated QBO/TechSoup, Storage, MailChimp & Zoom to credit card.
- Emailed all clubs that use ACH/EFT to pay us in order to update their records with our new bank account. Confirmed updates with AAAA-NEAT, AAAA-NISD, UT/TXLA and Belton ISD/TST.
- Worked with Jessica to update Team Unify Payments and USAS deposits. Completed process with USAS to update deposit account.
- Created 2025 SC & LC National Reimbursement forms for Athletes, Coaches and Officials. Worked with Monica to update the website with new information and forms.
- Finished reviewing and processing all LC National Meet Reimbursements. Checks went out October 17, 2024 to 9 clubs.
- Reviewed and Processed Outreach Assistance Reimbursements. Checks went out on October 16 & October 29 once AAAA was able to determine where to send the check.
- Continued reviewing and getting confirmation of eligibility for the list for Outreach Athletes. Met with Jessica to review our process and brainstorm improvements.
- Went to the LSC storage unit, took pictures and noted the contents: a couple tables, 15-20 bins of paper, an ice chest, a few boxes, water cooler, lots of DUST.
- Met with Jessica Evans to review the National Reimbursement process on our side as well as issues we are having with Outreach Reimbursements. We worked together to develop ideas for improvements.

- Heard from Marc Diby/Ian Crocker regarding stipend payout. Ian accepted and the \$900 stipend previously approved for Paralympic Trials. The check was sent. He is coordinating with the Age Group Chairs to set up his talk.
- Began reviewing contractor payments for potential 1099s and collected W9s from HOD contractors Patrick and Kenric as well as Ian Crocker.

Plans

- Work with Chase to start the transition from debit cards to credit cards for approved board members. Continue transitioning payments auto payments from PNC to Chase. Update any bill pay options to online bill pay to replace almost all live check writing/mailing.
- Close PNC Money Market Account ASAP - Did not realize there was a \$12 account fee.
- Consult with the Finance Committee and set up CDs, or HY Savings account.
- Support Outreach policy update including reimbursement process and clarification on the language around Outreach Eligibility date in P&P
- Send Budget in QBO to Finance Committee for Review/Approval

Open Issues

- Need to address 'stale' open customer/club balances in Quickbooks
- Decide what to do with the items in/storage unit

Profit and Loss

January - October, 2024

	Total
INCOME	
47000 Program Income	
47100 Membership Dues	145,459.40
47200 Splash Fees	153,339.98
47300 Sanction Fees	2,775.00
47400 Fines	1,550.00
Total 47000 Program Income	303,124.38
Total Income	303,124.38
GROSS PROFIT	
EXPENSES	
60000 Program Expenses	
60100 National Reimbursements	
60110 Athletes	50,002.50
60120 Coaches	15,041.00
60130 Officials	12,290.00
Total 60100 National Reimbursements	77,333.50
60200 Championship Meets	
60220 Bag Tags	1,955.18
Total 60200 Championship Meets	1,955.18
60300 Age Group Zones	
60310 Lodging	18,358.60
60320 Food	24,672.79
60330 Transportation	13,776.95
60340 Uniforms	12,027.75
60350 Entry Fees	6,375.00
60360 Coach Stipend	4,700.00
60380 Income	-23,500.00
60390 Misc	59.87
Total 60300 Age Group Zones	56,470.96
60400 Open Water Zones	
60410 Lodging	11,662.64
60420 Food	3,171.95
60430 Transportation	16,750.00
60440 Uniforms	7,605.50
60450 Entry Fees	3,485.00
60460 Coach Stipends	1,500.00
60480 Income	-15,200.00
60490 Misc	130.63
Total 60400 Open Water Zones	29,105.72
60700 LSC Clinic/camps/swimposiums	4,639.80

	Total
61000 USAS Workshops and Business Mtg	
61020 Transportation	4,164.71
61030 Lodging	3,214.47
61040 Meals	1,521.20
Total 61000 USAS Workshops and Business Mtg	8,900.38
61100 Officials	
61110 Official's Dues Reimbursements	5,374.76
61120 BGC Reimbursement	687.66
61130 Evaluator Travel	5,118.91
61140 Officials' Travel and Training	713.77
61150 Official's Account Expenses	946.23
Total 61100 Officials	12,841.33
62000 Committee Funds-Activities	
62200 Member Awards	2,000.00
62500 Coaches Committee Fund	3,121.78
62700 Outreach Athlete Assistance	1,701.50
62900 LSC Development	9,733.65
Total 62000 Committee Funds-Activities	16,556.93
Total 60000 Program Expenses	207,803.80
70000 Operations	
70100 Contract Services	18,000.00
70110 Accounting Fees	952.15
70130 Website Maintenance	3,208.08
Total 70100 Contract Services	22,160.23
70200 Facilities	
70210 Office/Storage Rent	800.00
70220 PO Box	170.00
Total 70200 Facilities	970.00
70300 Bank Charges	7,324.76
70500 Memberships, Dues and Subscriptions	855.90
70600 Postage and Shipping	374.90
70700 Office Equipment and Supplies	374.34
70800 Communications	445.97
70810 CRM Marketing (Mailchimp)	209.29
70830 Phone Service	932.39
Total 70800 Communications	1,587.65
70900 HOD Meeting Expenses	5,452.24
71000 Chairperson's Expenses	1,604.00
71300 Travel	1,854.75
72000 Employee Expenses	
72100 Wages	
72110 Wages - Base	49,157.12

	Total
72120 Wages - Bonus	5,000.00
Total 72100 Wages	54,157.12
72200 Payroll Taxes	2,217.79
72400 Workers Comp	370.00
72500 Employee Bond	260.00
Total 72000 Employee Expenses	57,004.91
Total 70000 Operations	99,563.68
Total Expenses	307,367.48
NET OPERATING INCOME	-4,243.10
OTHER INCOME	
80100 Interest Earned	30.67
81000 Investments	
81090 Other Investment Gain/Loss	211,158.05
Total 81000 Investments	211,158.05
82000 Dividends (non-investment)	164.15
Total Other Income	211,352.87
OTHER EXPENSES	
90400 Investment Expense	13,867.01
Total Other Expenses	13,867.01
NET OTHER INCOME	197,485.86
NET INCOME	\$193,242.76



Safe Sport Chair Report

Submitted by Cody Mackall, Safe Sport Chair

Meeting Date: Nov 12, 2024

1. Monthly Highlight

- a. NSTR

2. Meeting or Event Attended

- a. MAAP Webinar
 - i. See updates to the MAAP in Section 6.A
 - ii. New Policy will be uploaded to STSI Website
- b. USA Swimming Safe Sport Chair Workshop

3. Meetings or Events Presented

- a. Safe Sport Committee, Pending Member input.

4. Previous Months Accomplishments

- a. NSTR

5. Current Months Action Plans

- a. Safe Sport Questionnaire

6. Other / Discussion Items

- a. USA Swimming has updated the Minor Athlete Abuse Prevention Policy with a new effective date of 16 October 2024. The plan is that all clubs are made aware with local policies being updated and all must be in compliance by 1 January 2025
 - i. Key Changes, can be seen highlighted in [Attachment 1](#), Spark Notes Version:
 - 1. Added / Updated definitions
 - 2. Clarification on Exceptions
 - 3. Meetings with Licensed Mental Health Care Professionals, and Health Care Providers
 - 4. Recommendation of Parent Training completion prior to providing consent
 - 5. Electronic Communication
 - a. Hours of contact has been changed from 5:00 AM - 9:00 PM and is now 5:00 AM - 10:00 PM.
 - 6. Addition of Celebrations in Locker Rooms



Minor Athlete Abuse Prevention Policy

Organization Name

Effective: October 16, 2024



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THIS POLICY APPLIES TO:

In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees ("LSCs") or member clubs to have Regular Contact with (e.g., ongoing interactions during a 12- month period wherein the individual is in a role of active engagement) or authority over minor athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

GENERAL REQUIREMENT

USA Swimming, Zones, LSCs and member clubs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents/legal guardians, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

DEFINITIONS

Athlete: A USA Swimming athlete member.

Authority: When one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).

Billeting: A residential environment facilitated by an Adult Participant or Organization, or sanctioned event staff in which a Minor Athlete is temporarily housed in a private home with an adult or family who is not related to or known by the Minor Athlete. This lodging arrangement is in conjunction with an activity related to sport.

Dual Relationship: When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.

Emergency Circumstances: A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete's suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

Electronic Communication: Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging, social media or any other electronic medium.

Event or Facility Under Partial or Full Jurisdiction: Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.

In-Program: Any contact (including communications, interactions or activities) between an Adult



Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Massage: Any Massage, **Manual Therapy, Therapeutic and Recovery modalities**, involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage, **Manual Therapy, Therapeutic and Recovery modalities** occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Travel: Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by USA Swimming. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

Lodging and Residential Environment: Lodging arrangements include, but are not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting.

Massage: Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

Minor Athlete: An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months¹.

Organization: USA Swimming, LSC or Club

Regular Contact: Ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any minor athlete.

¹ This term shall also include any minor who participates in, or participated within the previous 12 months in, a non-athlete role at an Event or Facility Under Partial or Full Jurisdiction. Examples include, but is not limited to: volunteer or timer.



EXCEPTIONS

[Note: Exceptions apply only where specified]

Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:

- a. The Adult Participant has no authority over the Minor Athlete; and
- b. The Adult Participant is not more than four years older, **determined by birthday**, than the Minor Athlete.

Dual Relationship Exception: An Adult Participant has a role or relationship with a Minor Athlete **that is outside of the sport program**. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually, **which must also identify which portion of MAAPP the parent/guardian is providing consent**.

Emergency Exception: Applies to all situations in MAAPP where an Adult Participant must violate requirement(s) of the MAAPP due to an emergency. Adult Participants must carefully consider whether specific circumstances meet the threshold of an emergency circumstance.

- a. It is strongly encouraged that the Organization or Adult Participant document the emergency circumstance.



ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

- a. In emergency circumstances;
- b. When a Dual Relationship exists; and/or
- c. When the Close-In-Age Exception applies.



MEETINGS AND INDIVIDUAL TRAINING SESSIONS

I. Meetings

- a. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.

II. Meetings with Licensed Mental Health Care Professionals, Health Care Providers,

If a licensed mental health care professional, health care provider, and/or a student under the supervision of a licensed mental health care professional or licensed health care provider, meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
- d. When appropriate and not violating a providers professional licensure, the organization is notified that the licensed mental health care professional, health care provider, and/or a student under the supervision of a licensed mental health care professional or licensed health care provider, will be meeting with a Minor Athlete, whose name does not need to be disclosed; and
- e. The licensed mental health care professional, health care provider, and/or student under the supervision of a licensed mental health care professional or licensed health care provider, obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

III. Individual Training Sessions

- a. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.
- b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to the Organization, which can be withdrawn at any time.
- c. Parents/legal guardians must be allowed to observe the individual training session.

[Recommended]

Prior to parents/guardians providing consent, said parent/guardian complete the U.S. Center for SafeSport's education and training on child abuse.



ELECTRONIC COMMUNICATIONS

I. Content

All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

II. Open and Transparent

- a. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian, **or another adult family member**, must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian, **or another adult family member**, on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.
- b. The following exceptions apply to Section II(a):
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists; and/or
 - iii. When the Close-In-Age Exception applies.
- c. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

III. Requests to Discontinue

Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by Organization or by an Adult Participant subject to this Policy. Organization and/or Adult Participant must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 5:00 a.m. and **10:00 p.m.** local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

- a. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to Regular Contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may "friend", "like" or "follow" USA Swimming's official page.
- b. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
- c. The following exceptions apply to Section V:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.



IN-PROGRAM TRAVEL AND LODGING AND RESIDENTIAL ENVIRONMENTS

I. Transportation

- a. During In-Program Travel, observable and interruptible environments must be maintained.
- b. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes, who are at least 8 years of age, or another Adult Participant except:
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists;
 - iii. When the Close-In-Age Exception applies; and/or
 - iv. The Minor Athlete's parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
- c. Adult Participants, including team managers and chaperones, who travel with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.

[Recommended]

Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

[Recommended]

Prior to parents/guardians providing consent, said parent/guardian complete the U.S. Center for SafeSport's education and training on child abuse.

II. Lodging and Residential Environments

- a. An Adult Participant must not share a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, with an Athlete.
- b. During In-Program Travel, all In-Program Contact in a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, between an Adult Participant and a Minor Athlete must be observable and interruptible.
- c. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
- d. The following exceptions apply to II(a), (b) and (c):
 - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
- e. Minor Athletes should be paired to share a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, with other Minor Athletes of the same competition category and of similar age.
- f. Adult Participants, including team managers and chaperones, who lodge with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.

III. Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

IV. Meetings

- a. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).



- b. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

[Recommended]

Prior to parents/guardians providing consent, said parent/guardian complete the U.S. Center for SafeSport's education and training on child abuse.



LOCKER ROOMS AND CHANGING AREAS

- I. **Requirement to Use Locker Room or Changing Area**
The designated locker room or changing area must be used when an athlete or Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
- II. **Observable and Interruptible**
All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:
 - a. In emergency circumstances;
 - b. A Dual Relationship exists; and/or
 - c. The Close-In-Age exception applies.
- III. **Private or Semi-Private Space for Minor Athletes**
Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of Organization.
- IV. **Use of Recording Devices**
Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a Minor Athlete or an Adult Participant is prohibited.
- V. **Undress**
Adult Participants must not remove their clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- VI. **Showers**
 - a. Adult Participants must not shower with Minor Athletes unless:
 - i. The Adult Participant meets the Close-in-Age Exception; and/or
 - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
 - b. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. Organization must abide by such a request.
- VII. **Monitoring**
Organization must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
 - a. Conducting a sweep of the locker room or changing area before athletes arrive;
 - b. Posting staff directly outside the locker room or changing area during periods of use;
 - c. Leaving the doors open when adequate privacy is still possible; and/or
 - d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete's whereabouts.
- VIII. **Media and Championship Celebrations in Locker Rooms**
Organization may permit recording or photography in locker rooms to highlight a sport or athletic accomplishment if:
 - a. Parent/legal guardian consent has been obtained, when possible; and
 - b. Organization approves the specific instance of recording or photography; and



- c. Two or more Adult Participants are present; and
- d. Everyone is fully clothed.

[Recommended]

If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.



MANUAL THERAPY, THERAPEUTIC, AND RECOVERY MODALITIES

I. General Requirement

Any In-Program Massage performed on an athlete must be conducted in an observable and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

II. Additional Minor Athlete Requirements

- a. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
- b. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
- c. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
- d. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- e. The provider must narrate the steps in the modality before taking them, seeking consent of the Minor Athlete throughout the process.

[Recommended]

Prior to parents/guardians providing consent, said parent/guardian complete the U.S. Center for SafeSport's education and training on child abuse.

[Recommended]

Any Massage of a Minor Athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.



APPENDIX A
[REQUIRED BY U.S. CENTER FOR SAFESPORT FOR INCLUSION AS APPENDIX TO THE USA
SWIMMING MINOR ATHLETE ABUSE PREVENTION POLICY]

ORGANIZATIONAL REQUIREMENTS FOR EDUCATION & TRAINING AND PREVENTION POLICIES

All NGBs, LAOs, and the USOPC (the “Organization”) must implement proactive policies designed to prevent abuse. These organizational requirements are described below.

A. Organizational Requirements for Education & Training

1. USA Swimming must track whether Adult Participants under its jurisdiction complete the required training listed in Part I.
2. USA Swimming must, every 12 months, offer and, subject to parental consent, give training to minor athletes on the prevention and reporting of child abuse.
 - a. For training to Minor Athletes, USA Swimming must track a description of the training and how the training was offered and provided to Minor Athletes.
 - b. USA Swimming is not required to track individual course completions of Minor Athletes.
3. USA Swimming must, every 12 months, , offer training to parents on the prevention and reporting of child abuse.
 - a. For training to parents, USA Swimming must track a description of the training and how the training was offered and provided to parents.
 - b. USA Swimming is not required to track individual course completions of parents.

B. Required Prevention Policies and Implementation

1. USA Swimming must develop minor athlete abuse prevention policies to limit one-on-one interactions between Minor Athletes and Adult Participants. These policies must contain the mandatory components of the Center’s model policies in Part III. These model policies cover:
 - a. Meetings
 - b. Individual Training Sessions
 - c. Manual Therapy, Therapeutic, and Recovery Modalities
 - d. Locker rooms and changing areas
 - e. Electronic communications
 - f. Transportation
 - g. Lodging and Residential Environments
2. The policies must be approved by the Center as described in subsection (C) below. The policies may include the recommended components in Part III and the recommended policies in Part IV. Given the uniqueness of each sport, however, some recommended components or policies may not be feasible or appropriate. An Organization may choose to implement stricter standards than the model policies.
3. USA Swimming must also require that its LAOs implement these policies within each LAO.
4. USA Swimming, Zones, LSCs and member clubs must implement these policies for all In-Program Contact.
 - a. At sanctioned events and facilities partially or fully under its jurisdiction, the organization
 - b. must take steps to ensure the policies are implemented and followed.
 - c. For In-Program Contact that occurs outside an Organization’s sanctioned event or facilities, implementing these policies means:
 - i. Communicating the policies to individuals under its jurisdiction;
 - ii. Establishing a reporting mechanism for violations of the policies;
 - iii. Investigating and enforcing violations of the policies.



USA Swimming must have a reporting mechanism to accept reports that an Adult Participant is violating the Organization's minor athlete abuse prevention policies. USA Swimming must appropriately investigate and resolve any reports received, unless the violation is reported to the Center and it exercises jurisdiction over the report. This requirement is in addition to requirements to report abuse under the SafeSport Code.

C. Policy Approval and Submission Process

1. USA Swimming may adopt the mandatory minimum requirements of the MAAPP as-is or adapt it to fit their needs. Regardless, each Organization must submit their policies to the Center at compliance@safesport.org for review and approval by April 1, 2024. The Center will approve, approve with modifications, or deny the policies. If the Center denies the proposed policy, the mandatory components of Part III become the default policy until the Center approves the policy.
2. USA Swimming must require their LAOs to incorporate the mandatory components of Part III. U S A S w i m m i n g may require that their LAOs implement the USA Swimming's policies, which may be more stringent than the policies in Part III.
3. The mandatory components of Part III will serve as the default policy for any organization that fails to develop its own policy as required by this section. Any changes made to USA Swimming's MAAPP after the policy is approved must be submitted to the Center for approval. The previously approved MAAPP will remain in effect until written approval is provided to USA Swimming from the Center.