



2023 House of Delegates Meeting
Saturday, October 7, 2023
Hyatt Regency Hill Country Resort and Spa,
San Antonio, TX

Call to order – Mary Evelyn Bowling 9:01 am

Roll Call – Mindy Donofrio

The following teams were not present for the HOD meeting. As per South Texas Swimming Policies and Procedures, these teams may not host a sanctioned or approved meet until the 2024 House of Delegates meeting: C3S, CAA, CLAN, COTA, MMA, MVSC, RA, RUSH, TEX, WWAC, and WWW.

Guest Speaker – Leland Brown

Leland Brown, Director for Diversity, Equality, and Inclusion for USA Swimming delivered a presentation on Creating Cultures of Excellence for your club and LSC.

Adoption of 2022 Minutes – Mindy Donofrio

Annette DuVall moved that the minutes from the 2022 HOD meeting be adopted as posted on the website. **Motion PASSED.**

State of the LSC – Mary Evelyn Bowling, Trey Prinz, Mindy Donofrio

Mary Evelyn, Trey, and Mindy presented the state of the LSC. See attached report.

Reports of Officers and Committee Chairs

Audrey Knapper moved to approve the board and committee reports as posted on the website. **Motion PASSED.** See attached reports.

Approval of Annual Budget - Alek Orloff

Alek presented the budget report for 2023. See attached for entire presentation. Alek moved to approve the 2024 budget. BJ Allenstein moved to table the motion for budget approval until after new legislative items. **Motion PASSED**

Audit

Per the mandate from USA Swimming, the LSC paid for an external agreed-upon procedures inspection of the 2022 books and practices. There were no adverse findings. Alek Orloff moved to accept. **Motion PASSED**

Schedule of Bid Meets – Steve Mandacina

SC B champs – January 13-14, 2024; AAAA at Alamo Heights Natatorium

+SC STX South Champs – February 2-4, 2024; SASA at UIW Barshop Natatorium

+SC STX Central Champs– February 2-4, 2024; TST at Belton ISD Swim Center

+SC STX North Champs– February 2-4, 2024; PLAT/AQTX at Temple ISD Swim Center

+SC STX South of San Antonio Champs – February 2-4, 2024; HPAC at Alice Multi Use Complex

SC STAGS – February 16-18, 2024; CCLR at Pharr Natatorium

*Summer B Champs – No meet for 2024

LC STX Champs – June 28-30, 2024; HPAC at CCISD Natatorium

LC STAGS – July 12-14, 2024 – AAAA at Northside Swim Center

+Phil Davis moved to approve four STX meets. **Motion PASSED.** John Tucker moved that the Championship Meet Committee determine which teams will attend which STX Championship locations by November 1, 2023 at an open committee meeting via Zoom. **Motion PASSED.**

*Bill Spurgeon moved not to host Summer B Champs. Teams wanted to be able to host end of season unclassified meets. **Motion PASSED**

Old Business

None

ST Swimming Board of Directors Elections

Tellers for all votes were Cody Mackall, Trey Prinz, and Adriana Ritch.

Elected electronically by ST Athlete members:

Junior Athlete Representative: Libby Gunn, NTRO

Athlete At-Large Representative: Fynn Minus, SRG

Admin Vice Chair: Mike Worley, UN

Sr. Vice Chair: BJ Allenstein, AAAA

Junior Coach Representative: Marcy Parshall, AQTX

DEI: Chase Thompson, WEST

Finance Vice-Chair: Anne Bennett, GOLD – 1 year term to fill vacancy.

Safe Sport Chair: Lorna Anaya, UN – 1 year term to fill vacancy.

Other Elections

Elected electronically by ST Officials members:

Officials Chair: Marc Digby, UN

Admin Board of Review:

Non-athlete member: Doug Ellett, VTAC

Non-athlete member, alternate: Cody Mackall, AAAA

Athlete member: Macie Baroni, SRG

Athlete member, alternate: Kaitlyn Grover, SRG

New Business

BJ Allenstein moved to approve the following policy and procedure changes within a block: items 3, 10, 13, and 15. **Motion PASSED**

#	Location	Proposal	Status
1	P&P	Championship Meet Bid Procedure	Approved as amended
2	P&P	Championship Age-Up Dates	Failed
3	P&P	Athlete National Meet Assistance	Approved
4	P&P	Add Executive Secretary to Secretary Position	Withdrawn

#	Location	Proposal	Status
5	P&P	Require checks in excess of \$1,000 to have two signatures	Failed
6	P&P	Treasurers Policy	Withdrawn
7	P&P	Disallow the use of personal credit cards without the express prior approval of the Board of Directors.	Failed
8	P&P	Officials Reimbursement Policy	Approved
9	Investment Policy	Increase the annual allowed distribution from the investment fund balance	Failed
10	P&P	Reimbursement of Annual USA-S and BGC Fees for Officials	Approved
11	P&P	Splash Fee Increase	Failed
12	P&P	Championship Meet Funding Proposal	Withdrawn
13	P&P	Outreach Entry Fee Reimbursement	Approved
14	P&P	Overspending Policy	Approved
15	P&P	Splash Fee Exemption	Approved
16	P&P	National Evaluator Travel Expense	Approved

Policy Change 1: Championship Meet Bid Procedure – Passed as Amended

Mike Witt moved to approve policy change 1. Marc Digby moved to amend to remove all language added to this policy and replace with language edited as indicated below. **Amendment PASSED.**

Motion passed as amended.

Presented by: Sean Barry, Tiger Sharks Head Coach

Rationale: To update the process by which the LSC accepts and awards bids for the LSC sponsored short course championship meets allowing stakeholders adequate time to plan for participation in LSC championship meets.

Current Language: STSI Policies and Procedures, Chapter V.

A. The scheduling conference will be placed on the agenda of the first session of the Annual Meeting and be presided over by the Senior Vice Chair.

1. Formal bids for bid meets will be requested prior to the scheduling conference and must be submitted before the scheduling conference ends. Scheduling for bid meets will take place during the scheduling conference. Site selection will take place during the HoD meeting. The meet scheduling calendar will be drafted at or in conjunction with the Annual Meeting of the House of Delegates for the next short and long course seasons. Updates and corrections will be made at the Annual Meeting when the final schedule will be completed and approved. Meets will be scheduled during the scheduling portion of the Annual Meeting. The Championship Meets will be voted on during the House of Delegates portion of the

Annual Meeting. Meets of the same classification shall not be scheduled at different sites of the LSC on the same weekend. Teams must be present and registered to bid or schedule a meet. Teams must be present and registered with proposed meet information to bid or schedule an open, unclassified, or championship meet.

2. The following events shall also be scheduled during the scheduling conference: coach's clinics, camps, and any other LSC-wide meetings.
3. The Championship Meet Committee shall recommend potential championship meet dates at least one week prior to the HOD meeting and notify the LSC at least one week prior to the HOD meeting. If no facility is available, and no one bids on meets at the HOD meeting, then alternate dates can be discussed at the HOD.

Proposed Language:

A. ~~The A scheduling conference will be placed on the agenda of the Championship Meet Committee first Special Session of the HoD in the month of August and open to HOD members for the purpose of voting on scheduling championship meets. This Special Session will be held virtually in accordance with USA Swimming rule and will be of the Annual Meeting and be presided over by the Senior Vice Chair.~~ The Planning meeting for the short course season will be held virtually in August.

1. Formal bids for bid meets will be requested prior to the ~~short course~~ scheduling conference and must be submitted before the scheduling conference ends. Scheduling for bid meets will take place during the ~~short course~~ scheduling conference. Site selection will take place during the HoD ~~scheduled~~ meeting. The meet scheduling calendar will be drafted at or in conjunction with the Annual Meeting of the House of Delegates ~~Short Course Scheduling Meeting of the House of Delegates~~ for the next short and long course seasons. Updates and corrections will be made at ~~during the Short Course Scheduling Meeting~~ the Annual Meeting when the final schedule will be completed and approved. Meets will be scheduled during the scheduling portion of the Annual Meeting ~~Short Course Scheduling Meeting~~. The Championship Meets will be voted on during the ~~Short Course Scheduling Meeting of the House of Delegates~~ portion of the Annual Meeting. Meets of the same classification shall not be scheduled at different sites of the LSC on the same weekend. Teams must be present and registered to bid or schedule a meet. Teams must be present and registered with proposed meet information to bid or schedule an open, unclassified, or championship meet.
2. The following events shall also be scheduled during the scheduling conference: coach's clinics, camps, and any other LSC-wide meetings.
3. The Championship Meet Committee shall recommend potential championship meet dates at least one week prior to the HOD meeting ~~Short Course Scheduling Meeting~~ and notify the LSC at least one week prior to the HOD ~~Scheduling~~ meeting. If no facility is available, and no one bids on meets at the HOD meeting, then alternate dates can be discussed at the HOD ~~Short Course Scheduling Meeting~~.

Policy Change 2: Championship Age-Up Dates

Sean Barry moved to approve Policy change 2, Championship age-up dates. **Motion FAILED**

Presented by: Sean Barry, Tiger Sharks Head Coach

Rationale: To allow athletes to participate in championship meets for which they are qualified but are currently unable to due to their birthday falling in between the two meets. This would allow for more complete participation by athletes in our LSC championship meets.

Current Language: STSI Policies and Procedures, Chapter V, Section D.

1. South Texas Swimming Sanctioning and Approval Policies and Procedures are formulated in accordance with the USA-S Rules and Regulations and the information posted on the [Sanctions](#) page of the South Texas Swimming website.

2. Approved meets require special procedures and prior coordination and approval by the USA-S Program Operation Chair. Please contact the [NTV Chair](#) and/or the Sanction Chair for details.

USAS Swimming Article 205

Rule 205.2 Eligibility

.1 Eligibility to compete in a particular age group shall be determined by the swimmer's date (not hour) of birth.

.2 Age on the first day of the meet shall determine the swimmer's age for the entire meet.

.3 When an Age Group Meet is scheduled over two weekends the younger age groups must compete on the first weekend.

.4 In the event a meet is postponed, the provisions in 102.7.4 apply.

.5 A swimmer must compete in the age group events corresponding to the swimmer's age, except when competing in consolidated events (102.1.5), mixed classification meets (102.2.8), and in events combined by the Referee (102.7.2).

.6 USA Swimming Group Members may establish their own age group eligibility requirements for seasonal closed competition. Times achieved in competition conducted under different age group eligibility rules shall be recognized as official USA Swimming times only if achieved in conformance with 205.2.1 and .2.

Proposed Language:

1. South Texas Swimming Sanctioning and Approval Policies and Procedures are formulated in accordance with the USA-S Rules and Regulations and the information posted on the Sanctions page of the South Texas Swimming website.

2. Approved meets require special procedures and prior coordination and approval by the USA-S Program Operation Chair. Please contact the NTV Chair and/or the Sanction Chair for details.

3. Swimmers who are qualified for and eligible to compete in a specific STROKE & DISTANCE at the South Texas Age Group Championships Meet (in yards or meters) are not allowed to enter that SAME STROKE & DISTANCE in this meet. (e.g., 10& Under qualified to compete in STAGS in the 100 Back may not swim the 100 back in the 10&Under, 12&Under, 14&Under, or 18&Under groups). Exceptions, however, a swimmer who ages-up to the next age group prior to the STAGS Meet may compete in the next older and above event (e.g., a 10-year-old who ages-up to 11 prior to the STAGS Meet may compete in the 12&U group as qualified).

Policy Change 3: Athlete National Meet Assistance – PASSED within Block

Presented by: Charlie McCanless, Mike Koleber, Allison Brol, Adam Orr, NTRO

Rationale: Reimbursing for a third meet would help alleviate costs for athletes seeking to represent their clubs and South Texas across the USA at National level competitions.

Current Language: STSI Policies and Procedures, Chapter X, Section B.b.

Members are eligible for financial assistance for up to two events during each calendar cycle from September 1 through the following August 31. Exception: In cycles when U.S. Olympic Trials are contested, Trials are eligible as a third event for assistance.

Proposed Language:

Non-athlete Members are eligible for financial assistance for up to two events during each calendar cycle from September 1 through the following August 31. **Athlete members are eligible for financial assistance for up to three events during each calendar cycle from Sept 1 through the following August 31, budget allowing. The third meet to be paid out at the end of long course.** Exception: In cycles when U.S. Olympic Trials are contested, Trials are eligible as **an additional** event for assistance.

Policy Change 4: Add Executive Secretary to Secretary Position – **Motion WITHDRAWN**

Policy Change 5: Require checks in excess of \$1,000 to have two signatures
Mike Witt moved to approve Policy change #5. **Motion FAILED**

Presented by: Annette DuVall, CCAA

Rationale: There are not that many checks that are written for amounts over \$1000 and requesting approval for these checks would take a negligible amount of time and result in increased financial oversight for our organization.

Current Language: STSI Policies and Procedures, Chapter XI, Section B.f.7. Unless the STSI BoD determines otherwise, the Treasurer and the General Chair are authorized to sign checks for STSI under the following constraints:

- a. Checks for amounts of \$5,000 or less shall require one authorized signature; checks for more than \$5,000 shall require two authorized signatures.
- b. In lieu of two signatures, email documentation may be utilized if it specifically states the amount and purpose of the check.

Proposed Language:

7. Unless the STSI BoD determines otherwise, the Treasurer and the General Chair are authorized to sign checks for STSI under the following constraints:

- a. Checks for amounts of ~~\$5,000~~ **\$1,000** or less shall require one authorized signature; checks for more than ~~\$5,000~~ **\$1,000** shall require two authorized signatures.
- b. In lieu of two signatures, email documentation may be utilized if it specifically states the amount and purpose of the check.

Policy Change 6: Treasurers Policy – **Motion WITHDRAWN**

Policy Change 7: Disallow the use of personal credit cards without the express prior approval of the Board of Directors
Sean Barry moved to approve policy change 7. **Motion FAILED**

Presented by: Annette DuVall, CCAA

Rationale: There is no reason to utilize personal credit cards for STSI budgeted expenses. Utilizing personal credit cards and reimbursing the same from the STSI accounts is one of the items uncovered that led to the loss of over \$364,000 in our accounts. We do not believe that there was any malfeasance

involved but our P&P specifically states that the reimbursement of personal credit card expenses for STSI expenses should be strongly discouraged. This strengthens the verbiage to require prior approval by the BOD before personal credit cards are utilized for STSI expenses.

Current Language: STSI Policies and Procedures, Chapter XI, Section B.f.

11. The practice of paying for budgeted items on behalf of STSI and seeking reimbursement should be strongly discouraged in favor of STSI making payments for budgeted expenses directly from the STSI financial accounts. This practice should include, but not be limited to, Zones, Open Water Zones and other open water events, HoD expenses, USA Swimming Annual Business Meeting expenses, Swimposium expenses, and other expenses that are budgeted in advance.

Proposed Language:

11. The practice of paying for budgeted items on behalf of STSI and seeking reimbursement ~~should be strongly discouraged in favor of~~ **is prohibited unless specifically approved by the BoD in advance.** STSI **is required to make** ~~making~~ payments for budgeted expenses directly from the STSI financial accounts **unless prior written BoD approval is obtained.** This practice should include, but not be limited to, Zones, Open Water Zones and other open water events, HoD expenses, USA Swimming Annual Business Meeting expenses, Swimposium expenses, and other expenses that are budgeted in advance.

Policy Change 8: Officials Reimbursement Policy

Bill Spurgeon moved to approve policy change 8. **Motion PASSED**

Presented by: Annette DuVall, CCAA

Rationale: Clarifying that the reimbursement for officials is for STSI officials only.

Current Language: STSI Policies and Procedures, Chapter X, Section G

G. Officials' Travel for Camps, Zones, and Other Applicable Meets: STSI will reimburse Officials for expenses associated with travel for specific LSC or USA-S meets and camps.

1. Officials selected to officiate at/attend LSC sponsored *travel* meets or camps (e.g. Zones, Open Water Zones, Texas Select Camp) for must be approved for reimbursement by the Age Group Vice Chair and Officials Chair prior to travel.
2. Officials selected as LSC and National Evaluators for OQM meets conducted within the LSC (e.g. STAGS, TAGS, Sectionals) must be approved for reimbursement by the Officials Chair prior to travel.
3. Members must make their own travel arrangements.
4. Reimbursement checks will be issued directly to the Member.
5. All requests for reimbursement should be submitted with the designated form and are due within 60 days of the last day of the event.
6. Expenses eligible for reimbursement and associated documentation requirements are listed in the table in section I. below.

Proposed Language:

G. Officials' Travel for Camps, Zones, and Other Applicable Meets: STSI will reimburse **STSI** Officials for expenses associated with travel for specific LSC or USA-S meets and camps.

1. **STSI** Officials selected to officiate at/attend LSC sponsored *travel* meets or camps (e.g. Zones, Open Water Zones, Texas Select Camp) for must be approved for reimbursement by the Age Group Vice Chair and Officials Chair prior to travel.
2. **STSI** Officials selected as LSC and National Evaluators for OQM meets conducted within the LSC (e.g. STAGS, TAGS, Sectionals) must be approved for reimbursement by the Officials Chair prior to travel.
3. Members must make their own travel arrangements.
4. Reimbursement checks will be issued directly to the Member.
5. All requests for reimbursement should be submitted with the designated form and are due within 60 days of the last day of the event.
6. Expenses eligible for reimbursement and associated documentation requirements are listed in the table in section I. below.

Policy 9: Increase the annual allowed distribution from the investment fund balance

Doug Ellett moved to approve Policy 9. Susan Ingraham moved to amend the 10% to 6%. **Amendment PASSED. Motion as amended FAILED**

Presented by: Annette DuVall, CCAA

Rationale: The HOD voted to allow a 3% distribution from the investment fund. The investment fund has grown from 1.6 million last year to over 1.9 million dollars. USA Swimming has advised us that our endowment fund needs to be utilized for the swimmers in our LSC. The endowment fund can easily allow a distribution of up to 10% to offset our budget shortfall and keep the splash fees at the current rate. The splash fees were initially raised in response to our LSC being in a bankruptcy position with the intent that the splash fees would be reduced once we were out of our difficulties. Instead, we kept and have increased the splash fees to be able to establish and add to the investment fund. The initial investment fund projected amount was 1 million dollars now there is talk of adding even more monies to the investment fund. Our swim meet entry fees are continually increasing to the point that there are swimmers that are unable to afford the meet fees. Our investment fund is at 1.9 million and growing. We should be able to pull up to 10% from the fund to help offset the cost of running our LSC.

Current Language: STSI Investment Policy Manual, Section I.F.

1. Allocate 3% of the Investment Fund balance as of August 31 of the preceding year to add to the annual operating revenue to support programming aligned with the STSI mission for the benefit of all STSI members.

Proposed Language:

1. Allocate ~~3%~~ **up to 10%** ~~6%~~ of the Investment Fund balance as of August 31 of the preceding year to add to the annual operating revenue to support programming aligned with the STSI mission for the benefit of all STSI members.

Policy Change 10: Reimbursement of annual USA-S and BGC fees for officials. - **PASSED within Block**

Presented by: Jessica Evans, Mindy Donofrio

Rationale: To update the policy to match the current registration process as set forth by USA-S and allow clubs to renew their non-athlete members when selecting the “bulk renewal” option, and to clarify the eligibility requirements for reimbursement of these fees. Our current policy requires an update to allow clubs choosing the “bulk renewal” process to receive reimbursement for eligible officials.

Current Language: STSI Policies and Procedures, Chapter X, Section H

H. Officials’ USA-S Registration and Criminal Background Checks (BGC): STSI will reimburse certified deck and administrative officials for the annual cost of their USA-S Registration and BGCs.

1. Officials must have completed their certification and initial training to be eligible for reimbursement of fees. Certification status will be verified with LSC Officials’ Roster or with the Officials Chair.
2. For new officials, registrations fees will be reimbursed upon completion of their certification. The newly certified official should request reimbursement from the Treasurer.
3. For existing officials, registration fees will be paid directly by the LSC upon Registrar’s receipt of a renewal application. Existing officials should not pay their own registration fees.
4. BGC fees will be reimbursed for any eligible (certified) official. The official should request reimbursement from the Treasurer.
5. Reimbursement checks will be issued directly to the Member.
6. All requests for reimbursement should be submitted within 60 days of the expense (or within 60 days of completing certification).

Proposed Language:

~~**H. Officials’ USA-S Registration and Criminal Background Checks (BGC):** STSI will reimburse certified deck and administrative officials for the annual cost of their USA-S Registration and BGCs.~~

- ~~7. — Officials must have completed their certification and initial training to be eligible for reimbursement of fees. Certification status will be verified with LSC Officials’ Roster or with the Officials Chair.~~
- ~~8. — For new officials, registrations fees will be reimbursed upon completion of their certification. The newly certified official should request reimbursement from the Treasurer.~~
- ~~9. — For existing officials, registration fees will be paid directly by the LSC upon Registrar’s receipt of a renewal application. Existing officials should not pay their own registration fees.~~
- ~~10. — BGC fees will be reimbursed for any eligible (certified) official. The official should request reimbursement from the Treasurer.~~
- ~~11. — Reimbursement checks will be issued directly to the Member.~~
- ~~12. — All requests for reimbursement should be submitted within 60 days of the expense (or within 60 days of completing certification).~~

H. Officials’ USA-S Registration and Criminal Background Checks (BGC): Officials may request STSI reimbursement of their annual USA-S and BGC fees when these fees are paid by the official. When the annual USA-S fee is paid by the official’s club, the club may request reimbursement of the fee. Reimbursement is not automatic; please note the following conditions for reimbursement.

13. Annual USA-S registration fees:
 - a. Officials training in the initial position (Stroke & Turn Judge Apprentice or Admin Official Apprentice) may request reimbursement of the USA-S membership fee after completing the training requirements of the initial certification and upon promotion to at least one fully certified (qualified) position (Stroke & Turn Judge or Admin Official).

- b. Renewing officials must be fully certified as (minimally) a Stroke & Turn Judge or an Admin Official and a member of USA-S in good standing with a current BGC, APT, CPT, and any other certifications as required by USA-S for membership and meet the requirements for renewal, as specified in the STSI Policies & Procedures Governing Officials. The official must also be a USA-S member in good standing. If the official has already paid a fee and is not in good standing, the official can seek reimbursement again, should the official's eligibility change.
 - c. Renewing officials must be fully certified as (minimally) a Stroke & Turn Judge or an Admin Official and a member of USA-S in good standing with a current BGC, APT, CPT, and any other certifications as required by USA-S for membership and meet the requirements for renewal, as specified in the STSI Policies & Procedures Governing Officials. The official must also be a USA-S member in good standing. If the official has already paid a fee and is not in good standing, the official can seek reimbursement again, should the official's eligibility change.
 - d. The official must send receipts that show the official's name, date, and fee paid to the LSC Treasurer.
 - e. When the USA-S membership fee is paid by the official, the Treasurer will reimburse the official. When the membership fee is paid by the official's club, the Treasurer will reimburse the club.
 - i. The club should confirm that the official is eligible for reimbursement prior to registration.
 - ii. The club must submit a receipt to the Treasurer showing the official's name, date, and fee paid.
 - iii. The club may *not* request reimbursement for the official's USA-S membership if the club also bills the official for the fee and collects payment of the fee from the official.
 - iv. If the club pays the official's fee and later determines or is notified that the official was not eligible for STSI to reimburse the fee, the LSC will *not* cancel the registration or reimburse the fee to the club. However, the club can seek reimbursement again, should the official's eligibility change.
14. Background check fees:
- a. Officials training in the initial position (Stroke & Turn Judge Apprentice or Admin Official Apprentice) may request reimbursement of the BGC fee after completing the training requirements of the initial certification and upon promotion to at least one fully certified (qualified) position (Stroke & Turn Judge or Admin Official).
 - b. BGC fees will be reimbursed for officials who are certified (minimally) as a Stroke & Turn Judge or an Admin Official. The official must also be a member in good standing for the current year, with a current APT, CPT, and any other certifications as required by USA-S for membership.
 - c. The official must send receipts that show the official's name, date, and fee paid to the LSC Treasurer.
 - d. Reimbursement checks will be issued directly to the official.

Policy Change 11: Splash Fee Increase

Don Walker moved to approve policy change 11. Dean Kondziolka moved to amend the splash fee to \$0.50. **Amendment FAILED. Motion FAILED**

Presented by: Alek Orloff - Recommended by Board of Directors

Rationale: Based on generally accepted nonprofit management principles, the LSC should use operating revenues (which may include income generated by its endowment fund), rather than consuming endowment principal balances, to fund operations and to add new and expanded future programs for the benefit of all swimmers in the LSC

- Splash fees are the largest and most easily managed source of operating revenues for the LSC;
- Our splash fee is around half the average splash fee charged by LSCs in USA Swimming's Southern Zone and we have not increased it in more than six years.

- Inflation in the cost of doing business is real. Over the past six years, cumulative CPI has exceeded 25%; The proposed increase is 24%.

Current Language: STSI Policies and Procedures, Chapter II, Section C.1.

1. Each individual entry and relay entry that occurs at a sanctioned meet, sanctioned time trial, and sanctioned open water event, 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 Language:

1. Each individual entry and relay entry that occurs at a sanctioned meet, sanctioned time trial, and sanctioned open water event, is assessed a splash fee of ~~\$1.25~~ **\$1.55** ~~\$0.50~~ 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.

Policy Change 12: Championship Meet Funding Proposal - **WITHDRAWN**

Policy Change 13: Outreach Entry Fee Reimbursement Program - **PASSED within Block**

Presented by: Chase Thompson & Mindy Donofrio, BOD

Rationale: Many meets have added a facility surcharge or per swimmer fee in the meet information that may exclude outreach athletes from participation.

Current Language: STSI Policies and Procedures, Chapter XI, Section B.f.

C. Entry Fee Reimbursement Program for Outreach Athletes: The goal of the Outreach Program is to encourage participation by Outreach Athletes in meets sanctioned by STSI, which are open to the general membership.

1. To be eligible for Outreach Athlete entry fee reimbursement, an athlete must be registered with STSI and USA-S as an Outreach Athlete for the calendar year in which the competition was held.
2. STSI will reimburse an Outreach Athlete for event entries fees for up to twelve (12) events per calendar quarter and up to five (5) events each at up to two championship meets per year.
3. Under this program, STSI will not reimburse:
 - Entry fees for events where a “no swim” is recorded.
 - Non-entry “meet fees” or “per swimmer” fees.
 - Fees or surcharges imposed by the athlete’s club in addition to the publish meet entry fees
 - Travel, meals, or other meet expenses.
 - Fees for USA Swimming sanctioned meets held outside of the LSC

Proposed Language:

C. Entry Fee Reimbursement Program for Outreach Athletes: The goal of the Outreach Program is to encourage participation by Outreach Athletes in meets sanctioned by STSI, which are open to the general membership.

1. To be eligible for Outreach Athlete entry fee reimbursement, an athlete must be registered with STSI and USA-S as an Outreach Athlete **in good standing** for the calendar year in which the competition was held.
2. STSI will reimburse an Outreach Athlete for event entries fees **plus facility surcharge and/or per swimmer fees as published in the meet information** for up to twelve (12) events per calendar quarter ~~and up to five (5) events each at up to two championship meets per year~~ **plus all events swam at LSC Championship meets.**
3. Under this program, STSI will not reimburse:
 - Entry fees for events where a “no swim” is recorded.
 - ~~Non-entry “meet fees” or “per swimmer” fees.~~
 - Fees or surcharges imposed by the athlete’s club in addition to the published meet entry fees
 - Travel, meals, or other meet expenses.
 - ~~Fees for USA Swimming sanctioned meets held outside of the LSC~~

Policy Change 14: Overspending Policy

Mike Witt moved to approve policy change 14. **Motion PASSED**

Presented by: Alek Orloff, UN

Rationale:

Current Language: STSI Policies and Procedures, Chapter XI, Section B.5.

5. Approvals for payment will be deemed granted if the requested amount is within the current year approved STSI budget and not yet spent or obligated. The STSI BoD must approve any request for payment in excess of the remaining unspent budgeted amount.

Proposed Language:

5. Approvals for payment will be deemed granted if the requested amount is within the current year approved STSI budget and not yet spent or obligated. The STSI BoD must approve any request for payment in excess of the remaining unspent budgeted amount **in the budget line item that corresponds to the requested spend.**

Policy Change 15: Splash Fees for Fun Events - PASSED within Block

Presented by: STaR Committee members Jessica Evans & Didi Byerly

Rationale: We have noticed an increase in the number of meet hosts offering “fun” types of events as part of sanctioned meets to build team camaraderie. Our policy states that all events at meets are subject to splash fees. These “fun” events are not intended to be loaded to SWIMS and are generally not assessed meet fees. Clarifying this policy will eliminate any unexpected expenses for teams. In addition, if these events are planned to be held at the end of a session and are not included in the list of events in the meet information, they will not be considered as part of the meet’s timeline with regard to the four-hour rule.

Current Language: STSI Policies and Procedures, Chapter II, Section C.4.

4. Splash fees are not assessed for entries in the following cases:
 - a. When a swimmer requests an official split time for an initial distance, provided the regular event entry has already been assessed a splash fee.
 - b. Relay lead-off legs.
 - c. Swim-offs.
 - d. Swims that must be repeated due to a timing system malfunction or other problem, an error at the start, or in other similar situations as requested and/or approved by the Meet Referee.
 - e. Events in which the officially recorded time is NS (for “no show”) or DFS (for “declared false start”).

Proposed Language:

4. Splash fees are not assessed for entries in the following cases:
 - a. When a swimmer requests an official split time for an initial distance, provided the regular event entry has already been assessed a splash fee.
 - b. Relay lead-off legs.
 - c. Swim-offs.
 - d. Swims that must be repeated due to a timing system malfunction or other problem, an error at the start, or in other similar situations as requested and/or approved by the Meet Referee.
 - e. Events in which the officially recorded time is NS (for “no show”) or DFS (for “declared false start”).
 - f. “Fun” events that are held after the last official event of a session or after the meet has concluded, for which the purpose is not competitive (such as a fun relay or a kick for time), the athlete paid no fee to participate, the meet host requests that times are not to be loaded to SWIMS, and the event was not listed in the meet’s official schedule of events in the meet information. If any one of these conditions is not met, then the event will be assessed splash fees as usual.

Policy Change 16: National evaluator travel expenses for OQM meets
Bill Spurgeon moved to approve policy change 16. **Motion PASSED**

Presented by: Jessica Evans, Unattached

Rationale: For many years, ST has designated the short course and long course STAGS meets as “national officials qualifying meets,” or OQM meets, so that officials from South Texas have the opportunity for continuing education and advancement. Because our LSC often hosts meets at higher levels, including TAGS and Sectionals, the LSC has also funded OQM support at these levels. The benefit to the LSC is that officials can get feedback from evaluators from outside the LSC and gain the experience and opportunity to advance to higher certifications. This experience benefits the LSC by supporting the training of the officials who work meets across our LSC. The LSC has always paid the travel expenses for the individual selected as the national evaluator for OQM meets. To ensure that officials get these opportunities, it’s important to continue funding these expenses.

The evaluator is usually selected by the Officials Chair in coordinator with the meet host, and as such, is an invited guest to our LSC with his or her travel expenses paid by STSI. The current budget for OQM meets is separate from the budget for ST officials. It is important to have a diverse pool of OQM evaluators who are both willing to travel and able to provide evaluations at all levels and as needed by ST officials. This is not a position that should be limited to ST officials, nor would ST officials benefit from such a restriction.

Of note, Section X in our Policies & Procedures discusses Financial Reimbursement for *STSI members*. The national evaluator may or may not be a member of STSI, so the addition to our P&P is to add a policy that matches the process that has been in effect for many years.

Current Language: STSI Policies and Procedures, Chapter VIII.

5. No Current Legislation

Proposed Language:

Expenses Related to National Evaluator Travel for OQM Meets: STSI will support OQM meets by funding the reasonable travel expenses (but not compensation) of individuals designated by USA-S as OQM national evaluators to ensure and support the ongoing development of our officiating community, consistent with USA-S policies and recommendations for the evaluation and advancement of officials.

1. STSI will only support approved OQM meets sanctioned by the STSI LSC that are open to, but not limited to, STSI athletes and teams.
2. The limit of the total financial support will be a separate budgeted line item in the annual STSI budget and shall not be combined with any other budgeted line item for STSI officials.
3. If the total for expenses related to OQM meets exceeds the budget, recognized STSI championship meets (STAGS, TAGS, and Sectionals) will be funded first, and any invitational OQMs will be funded as a second priority.
4. The STSI Officials Chair / Officials Committee will administrate the selection of evaluators (both local and external) in cooperation with the specific meet management for each meet.

BJ Allenstein moved to take Budget off the table. **Motion PASSED**

The following budget **amendments PASSED:**

- Decrease income for splash fees to \$160,000 (at \$1.25 per splash instead of \$1.55 per splash)
- Increase National Assistance for athletes from \$80,000 to \$95,000
- Increase Outreach Reimbursement to \$3,700

Annette moved to call to question. **Call to Question Passed.**

Motion to approve Budget – FAILED

Bill Spurgeon moved to reconsider the budget with the following additional amendments (all amendments passed prior to budget vote and the additional changes):

- Decrease HOD Meeting Expenses to \$2,000
- Decrease LSC Program Development to \$10,000

Amendments PASSED

Motion to approve budget as amended with key items – **Motion PASSED**

Budget included the following key items:

Co-Pays for ST Sponsored Teams:

- Age Group Zones Team - \$500 co-pay (48 athletes)
- Open Water Zones Team - \$400 co-pay (40 athletes)

National Meets eligible for Financial Assistance will include:

- Toyota US Open (Greensboro, NC) – 11/29-12/2
- Speedo Winter Junior Champ (Westmont, IL) – 12/6-12/9
- TYR Pro Series (Knoxville, TN) – 1/10-1/13
- TYR Pro Series (Westmont, IL) – 3/6-3/9
- TYR Pro Series (San Antonio, TX) – 4/10-4/13
- 18 & Under Spring Cup (Ft Lauderdale, FL; Mesa, AZ; Elkhart, IN) – 5/1-5/5
- Open Water National and Jr. Nationals (Sarasota, FL) – 5/3-5/5
- Olympic Trials (Indianapolis, IN) – 6/15-6/23
- Speedo Summer Champs (Irvine, CA) – 7/23-7/27
- Futures Champs (Austin, TX) – 7/24-7/28

When one of the above-listed meets is conducted at multiple sites, STSI will only support the site that is most geographically/financially practical for STSI members or the site attended by STSI members that are excluded from their assigned meet due to meet size caps.

2023 Coach of the Year Awards

Jennie Lou Leeder announced the 2023 Coach of the Year Awards

- Small Team Age Group Coach – Samantha Connors, RUSH
- Small Team Senior Coach – Sean Barry, TST
- Medium Team Age Group Coach – Nabil Kebbab, SRG
- Medium Team Senior Coach – Derek Howorth, SRG
- Large Team Age Group Coach – Allison Brol, NTRO
- Large Team Senior Coach – Garrett Nelson, AAAA

Garrett Nelson moved to have HOD in person at the Piper Bass Student Center (San Antonio) in 2024.

Motion PASSED

The next HOD meeting date and time were not determined.

A motion was made to adjourn the meeting. **Motion PASSED**

Meeting adjourned at 5:05 pm.



South Texas Swimming House Of Delegates

Thank You's

• We extend our heartfelt gratitude to all those who have contributed to our organization's success. Your dedication and support are greatly appreciated.

- Membership
- Board, Committee Chairs and Volunteer's
- Mindy and Cody
- Brendan and Dana
- Leland and Patrick



South Texas Swimming House Of Delegates

Membership Highlights

	2021-2022 Season	2022-2023 Season	2023-2024 Season (to date)
Premium Athletes	7,497	7,915	2,483
Flex Athletes	1,260	650	311
Seasonal Athletes	35	43	0
Outreach Athletes	82	112	59
Total Athletes	8,874	8,720	2,853
	2021-2022 Season	2022-2023 Season	2023-2024 Season (to date)
Coaches	323	343	75
Junior Coaches	5	35	0
Officials	218	263	72
Administrators	N/A	23	10
Other	117	120	43
Total Non-Athletes	663	808	200
Total ST Members	9,537	9,528	3,053

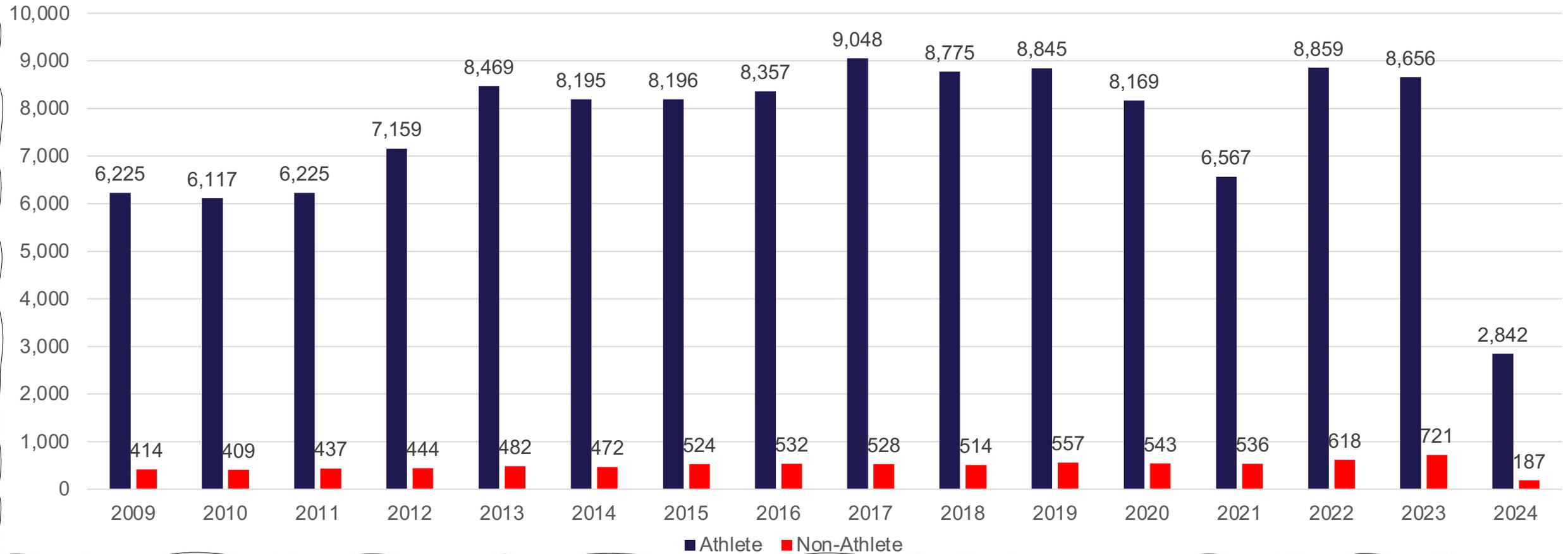
**Note: A small number of members have multiple membership types (such as a coach who is also an official), and the data does not reflect this.*



South Texas Swimming House Of Delegates

Membership Highlights

Membership Over Time





South Texas Swimming House Of Delegates

Membership Highlights

- Athlete membership was down 1.7% from 2022 to 2023. However, athlete membership has stabilized at pre-Covid levels.
- Non-athlete membership is up from 2022 to 2023 by 17.9% overall, with a 17.1% increase in the number of officials, a 13.2% increase in the number of coaches, and small increase in the number of other non-athlete membership types
- New membership type: Provisional coach – online training, only 3 years, needs to be in direct contact with fully certified coach
- Qualify Coaching Framework course needs to be completed by Sept 1, 2024



South Texas Swimming House Of Delegates

Key Attributes of our Leaders, BoD Representatives and Staff

- Analytical
- “Can Do” Attitude
- Data Focused
- Detail Oriented
- Driven
- Creative Thinker
- Efficient
- Effective
- Factual
- Fair Minded
- Forward Thinking
- Funny
- Hard Worker
- Involved
- Knowledgeable
- Methodical
- Passionate
- Proactive
- Positive Attitude
- Results Oriented
- Solution Oriented
-Z.



South Texas Swimming House Of Delegates

Year in Review – Board Building and Professional Development

- Board Building – A Year in Motion
- USAS Workshop – April 2023
- USAS Annual Business Meeting and HoD – September 2023



South Texas Swimming House Of Delegates

Strategic Focus 2023-2023: Effective Communication

- Strategic Alignment
- Proactive Measures
 - Board of Directors
 - Coaches and Officials
 - Memberships
 - LSC Wide



South Texas Swimming House Of Delegates

Board Source Survey

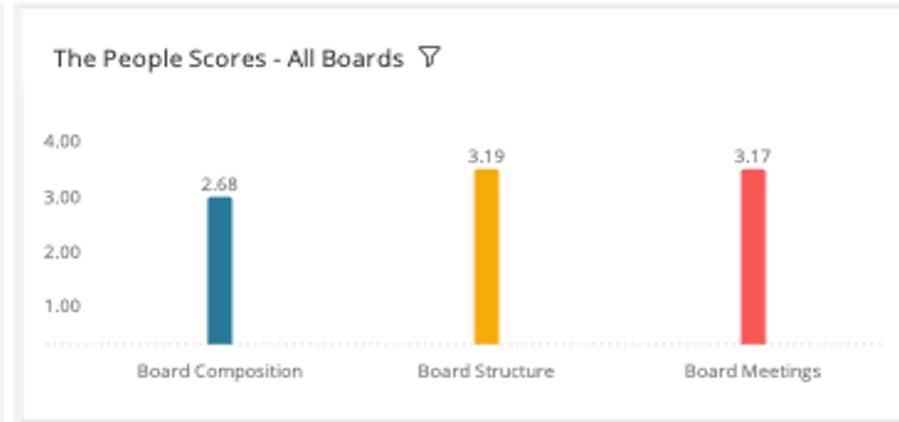
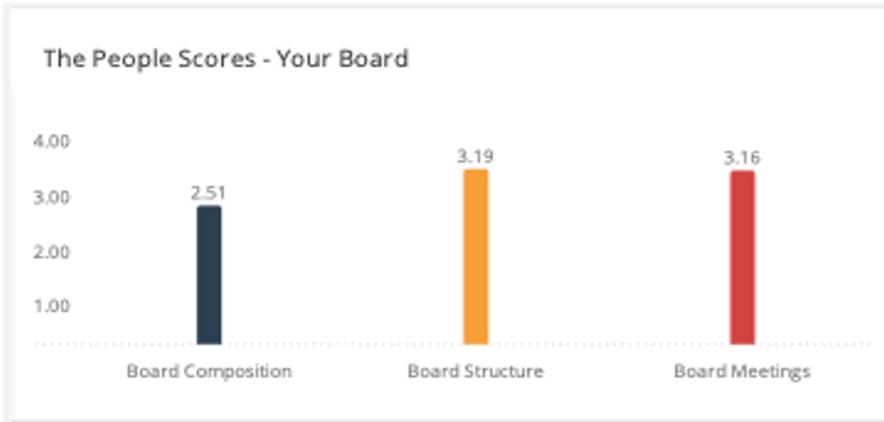
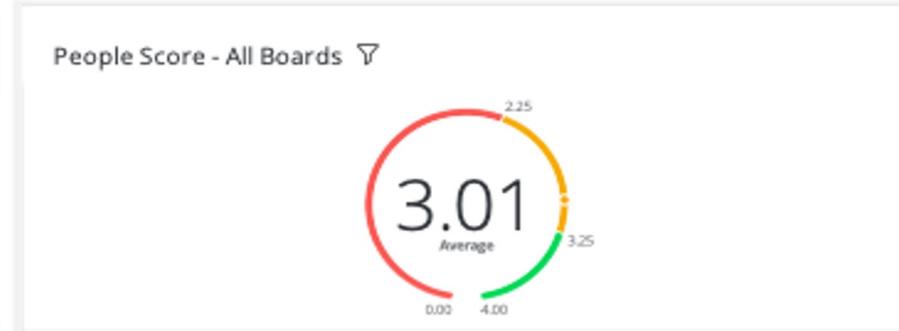
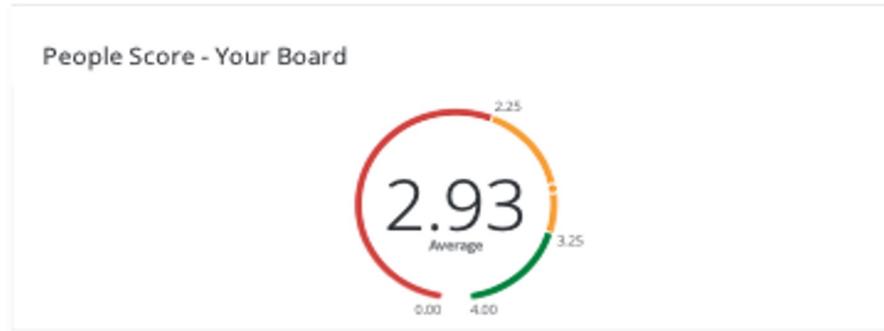
- South Texas selected by USA-S
- Purpose: Reflect on core strengths and areas that may need attention
- Self-assessment: Survey for BOD members only
- Conducted Mar/Apr 2023



South Texas Swimming House Of Delegates

Board Source Survey

- Survey Results – The People





South Texas Swimming House Of Delegates

Board Source Survey

- Survey Results – The Culture





South Texas Swimming House Of Delegates

Board Source Survey

- Survey Results – The Work





South Texas Swimming House Of Delegates

Board Source Survey

- Survey Results – The Impact





South Texas Swimming House Of Delegates

Board Source Survey

- Survey Results – Comments

- Positive feeling about performance/reputation
- Positive feeling about trust/mutual respect
- Ensure all demographics are represented/funded
 - BOD
 - Committees
 - Programs
- Effectively mentor BOD/Committee members and outline roles/responsibilities
- Ensure athletes are engaged/represented
- Improve communications
- Solicit feedback



South Texas Swimming House Of Delegates

Learning and Growing Together: Insights on Communication

- Key Learning: Bridging the Gap
- A Collective Desire to Learn More
 - Board of Directors and Committee Members
 - Coach's and Officials
 - Athletes
 - Parents
- Defining our Learning Objectives
 - The Board
 - We Encourage Your Input
 - Lets Collaborate



South Texas Swimming House Of Delegates

Setting Sail: Navigating the Path Forward

- The Journey Begins
 - Good Governance
 - Developing Future Leaders
 - Elevating the LSC to its Full Potential
- Room for the Captain and Crew
- Leave Behind Heavy Baggage





South Texas Swimming Financial Review

**House of Delegates Meeting
October 7, 2023**

Alek Orloff, FVC



FY 2022 Performance vs Budget

- Overachieved against conservative post-Covid income budget
- Underspent on programming

	<u>2022</u> <u>Actual</u>	<u>2022</u> <u>Budget</u>	<u>Variance</u>	<u>Notes</u>
Revenue				
Membership Dues	149,876	125,000	24,876	
Splash Fees	154,088	125,000	29,088	
Endowment Draw	45,000	45,000	-	
Other	<u>6,525</u>	<u>6,300</u>	<u>225</u>	
Total Revenue	355,489	301,300	54,189	Under-budgeted dues and splash fee income
Expenses				
Program Expenses	250,366	270,350	19,984	See notes 1, 2, and 3
Operating Expenses	<u>99,398</u>	<u>99,050</u>	<u>(348)</u>	Generally on-budget operations
Total Expenses	349,764	369,400	19,636	
Total Operating Income	5,725	(68,100)		Generated ~\$74k more income than budgeted

(1) On-budget athlete, coach and official meet assistance spend

(2) Underspent on USAS business meeting, Officials' expenses, outreach assistance, awards, Safe Sport, and DEI/Adaptive (-\$25k)

(3) Overspent on Swimposium (+\$5k)



LSC Financial Trends

- Forecasting to finish year ahead of operating budget
- Endowment on-track to recover from down year in 2022

	<u>Actual YE 2021</u>	<u>Actual YE 2022</u>	<u>Actual YTD 2023</u>	<u>Forecast YE 2023</u>	<u>Budget YE 2023</u>	<u>Fcst - Budg 2023</u>
Revenue						
Membership Dues	163,896	149,876	62,019	175,100	175,100	-
Splash Fees	135,166	154,088	131,541	155,900	145,900	10,000
Endowment Draw	0	45,000	-	45,000	45,000	-
Other	6,450	6,525	3,650	5,950	5,950	-
Total Revenue	305,512	355,489	197,210	381,950	371,950	10,000
Expenses						
Program	170,229	250,366	125,595	240,034	261,400	(21,366)
Operating	90,004	99,398	73,900	110,284	116,110	(5,826)
Total Expenses	260,233	349,764	199,495	350,318	377,510	(27,192)
Operating Income	45,279	5,725	(2,285)	31,632	(5,560)	37,192
Endowment*	1,718,001	1,506,404	1,654,492	1,609,492	n/a	n/a
Operating Cash	219,050	149,646	324,256	183,014	n/a	n/a
Required Reserves	130,117	174,883	n/a	175,159	n/a	n/a
Total Equity	2,067,168	1,830,933		1,967,665	n/a	n/a

Estimating similar splash fee income to prior year

Under budget USAS business mtg, no DEI/adaptive spend, no LSC clinic/camps spend, under budget spend on Zones/OW

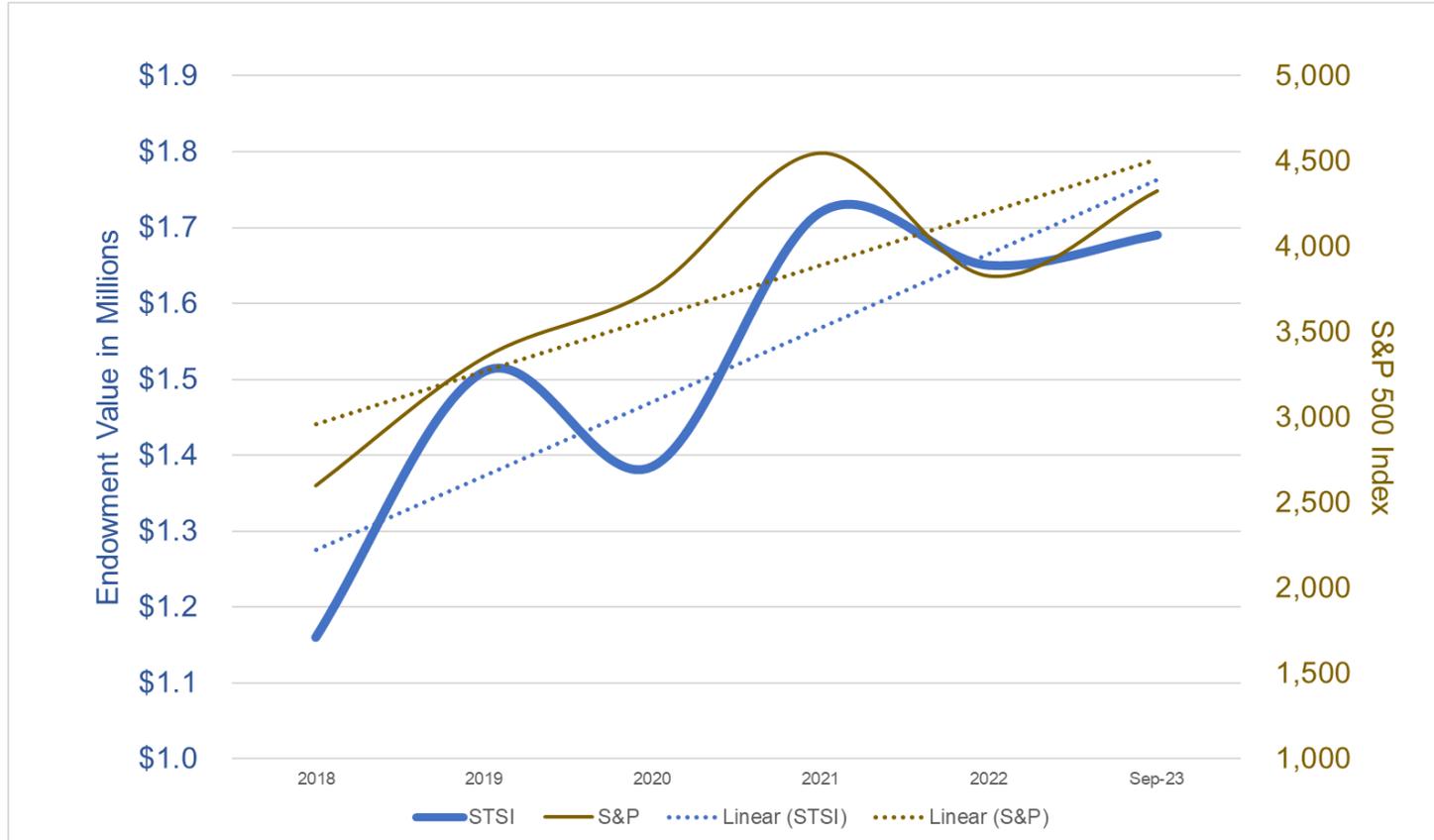
Increased communications spend and expenses for independent HOD venue

*2023 forecast value is as of 9/30/23; Operating Cash and Required Reserves calculated at year-end.

2023 YE equity values are illustrative, assume forecasted results, and not inclusive of Q4 investment returns.



STSI Endowment Fund Performance



Values shown include combined managed investment account balances and money market funds, less operating reserves required by STSI policy

- Morgan Stanley Wealth Management continues to serve as professional advisor
- 5-year investment performance trending right with S&P benchmark, despite conservative fixed-income bias
- No contributions made since 2018; income draw since 2022



Fiduciary Oversight

- Financial statements and reports provided by the Treasurer to the Board for review monthly
- Treasurer's reconciliation of all accounts is reviewed and approved by the Finance Vice Chair and Admin Vice Chair monthly
- 2022 financial records and practices audited by third-party CPA firm selected by USAS. Audit report reviewed by STSI Finance Committee and Board. No procedural or risk management recommendations made by audit firm
- STSI Finance Committee met with endowment financial managers in Q1 to review investment strategy, allocations, and performance metrics. Committee satisfied with investment management risk-management and performance



2024 Budget

Revenue

Net Membership Revenue	172,700
Splash Fees	198,400
Draw from Endowment	48,000
Other	6,000
Total Revenue	425,100

Built-up from actual membership by category, plus 1% population growth

\$1.55/splash, +30¢ to maintain stable, recurring source of operating revenue

3% of endowment balance as of 9/30/23. See note.

Expenses

Regular Program Expenses	286,688
LSC Program Development	20,000
Operating Expenses	119,494
Total Expenses	426,182

11% incr over 2023 to account for inflationary cost increases. Nat'l meet assistance, Champs Meets, AG Zones, OW Zones, Clinics/Camps, Officials' dues and BCs, USA workshops, and DEI/Adaptive. Athlete elite meet co-pays again unchanged.

Funds strategic planning and coach development to develop new athlete programming consistent with STSI mission

Similar to 2023, but with increased budget for digital communications.

Total Operating Income (1,082)

Note: STSI's professional financial advisors recommend drawing no more than 3 percent of the balance per year.



2024 Budget Meet Considerations

1) Meet co-pays as contemplated in proposed 2024 budget:

- | | | |
|--------------------|--------------|---------------|
| • AG Zones | \$500 co-pay | (48 athletes) |
| • Open Water Zones | \$400 co-pay | (40 athletes) |

2) National Meets eligible for support include:

- | | |
|--|-------------------------------------|
| • Speedo Winter Junior National Champs | • Open Water Junior National Champs |
| • Speedo Summer Junior National Champs | • Phillips 66 National Champs |
| • TYR Pro Swim Series | • Phillips 66 Int'l Team Trials |
| • Toyota US Open | • 18 & Under Spring Cup |
| • Futures Champs (Austin) | • US Olympic Trials |
| • Open Water National Champs | |

For any of those listed meets that are held multi-site, STSI will support only the site that is most geographically/financially practical for STSI members.



Motion for Approval

1. Approve the selected proposed 2023 budget, including the “Budget Input Considerations” (co-pays and national meets for reimbursement) and incorporating any changes that result from today’s policy proposals.



**General Chair Report
Submitted by Mary Evelyn Bowling, General Chair**

House of Delegates: October 7, 2023

Breaking Barriers & Building Benefits

I am grateful for the opportunity to serve the LSC I love and have spent so many years in as a coach, official, parent and board member. Thank you for the support and opportunity to lead this LSC towards its potential!

Strategic Plans from 2021 and 2022, indicated that communication should be a focus area. The Board was hearing that communication across the LSC needed to be lifted to a higher level. This became the primary focus for 2022-2023 HoD cycle. Strengthening the Board and Committees and ensuring that we all remain mission centered, working towards a common goal was identified as the second area of opportunity.

A. Board & Committee Communication

- a. Held regular weekly meetings with the Executive Secretary and Admin Vice Chair.
- b. Met with each board member individually, just after the HoD, in order to gain perspective.
- c. Worked with the Communications Committee to create email accounts for all positions representing South Texas
 - i. To develop a consistent image across all communications between board/committee chairs and membership.
 - ii. To develop a history of communication that will transition from term to term as board members change over time.
- d. Worked with the Communications Committee to develop an email policy.
- e. Worked with the Communications Committee to create a google drive for the purposes of document storage, sharing and reporting for Board Meetings.
- f. Streamlined Committee Chair communications by aligning all Chairs with a Board Member focusing on the improvement of communication between Chairs, Board and ultimately the Membership.

- i. Created Admin Committee, Age group Committee and STaR Committee

B. Membership Communication

- a. Worked with the Communications Committee to create a Digital Communications position focused on improving communications to all members.
- b. Interviewed multiple candidates and hired the committee's top choice.
- c. Supported the Digital Communications position in development of short to mid term strategy to elevate communications across the organization.

C. Board & Committee Development

- a. With the advice and consent of the BoD, worked with existing Governance Committee and BoD members to select candidates to fill vacant positions.
- b. With the advice and consent of the BoD, worked to fill the Senior Vice Chair position.
- c. With the advice and consent of the BoD, worked with the Governance Committee to locate a DEI Chair that would meet the varied programming needs/potential of the LSC. Aligned the Chair with the Southern Zone DEI Chair to ensure successful integration into the role. Provided support on DEI Committee development. Introduction to USA Swimming's Director of DEI is planned.
- d. With the advice and consent of the BoD, worked to appoint a Coach Rep (senior) to fill the spot of a BoDOD
- e. Held weekly meetings with planning team BoD members and Team Services. These meetings prompted some transformation of the calendar and events.
- f. Together with Team Services and the HoD planning team, we reworked some details to elevate our LSC to its potential.
Breaking Barriers & Building Benefits for our Athletes is our goal!
 - i. At the advice of Team Services, Re-Calendered the Strategic Planning meeting from August/September of 2023 to the Spring of 2024. This enables the new BoD members, elected in October of 2023, time to become oriented and familiar with their roles and responsibilities as a BoD member. It also ensures that those involved in the planning are those leading the implementation.
 - ii. The HoD planning team decided to hold a series of Round Table/Town Hall discussions following the HoD and prior to the Strategic Planning Meeting. The goal of these is to garner more input and collaboration across the LSC. These will primarily be via Zoom, enabling a broader participation.

- iii. The HoD planning team decided to Relocate the HoD to a central spot that would enable facilitation of Round Table topic selection.
- iv. Our Coach Rep secured a guest speaker from USAs to address the coaches and entire membership.

D. Other



Admin Vice Chair Report
Submitted by Deanna Oliphant, Admin Vice
Chair

HoD Meeting Date: October 7, 2023

It has been my honor to serve as Administrative Vice Chair these past two years. Items from this past year:

- Update P & P as items have been passed by the Board

Updates (8/23/23)

- Added Appendix E Election Process for Athletes and Officials
- Appendix E.B.3.c-update from USAS course to any onboarding courses
- Appendix F-remove email requirement
- X.F.3.e-update to \$300

Updates (7/19/23)

- XIII.2.a-Remove 15-18 age group
- XIII.A.d.2-Remove 15-18 age group

Changes (6/15/23)

- XV.B.1.c - updated Senior Vice Chair duties description to add designee to oversee Athlete Res.
- II.F- dates changed
- VIII.I.3 - dates changed

Changes (3/24/23)

- Long course STX to a BB meet.
- Added a "Summer B Championship" to the summer season, with B times. ● STAGS will now require A times for all ages and we have changed the number of finals to reflect the attendance at the meet by age group. The number of finals is intended to be "fluid" so we can make changes from year to year based on the data analysis of the previous season's meets.

Changes (3/6/23)

- Clarified travel assistance for annual HOD

Changes (1/12/23)

- Add required email usage policy XV.B.3

Changes (10/19/22)

- III - updated policy to align with current USAS standards
- XV.B.2 - committee limitations on BOD members

- Monthly accounting reconciliation oversight. The need for some more clarification on items became clear this year.
- Attending USAS Business Meeting in Denver
- Attended USAS Leadership Calls
- Sat in on Safe Sport meetings
- Weekly calls with the General Chair (Shout out to Mary Evelyn for being an amazing visionary, passionate and leader within the LSC)
- LEAP with the Governance Chair
- Rewrote Board Orientation
- Planning of Board Retreat/Strategic Planning meeting



Senior Vice Chair Report **Submitted by Steve Mandecina, Senior Vice Chair**

Meeting Date: October 7, 2023

It has been my pleasure serving as Senior Vice Chair for the past year. As Chair of the Championship Meet Committee, we made several changes to our champs meets for the upcoming Short and Long Course season. Our focus has been on improving the experience of the meet for the swimmer and teams.

- Secured SC STAGS and added a SC champs meet to help distribute the swimmers across the LSC
- Helped support the design, ordering and distribution of bag tags in a timely manner to the host teams.
- Created a process for times verification for Champs meets while SWIMS was in accessible.
- Added a summer B Champs to improve the experience of LC STX, both of which were well received meets.
- Monitored and with the CMC reviewed the meet feedback forms for each meet (very important for coaches to complete this form). Had QR codes posted in most of the champs meets for coaches to easily provide feedback.
- Bid forms for 2024 were available in August and many teams have already submitted. Currently, this is monitored twice a day and the Planning Calendar is updated as needed.
- Made changes to the format and entry standards for the 2024 season to improve the experience of the event.
- With several senior admin officials, created an SOP to support the Board approved changes to the meet format.*
- Met weekly with the ST Admin to coordinate logistics and process for the champs season
- Made the following changes to the 2024 meets, intent is to not remove any events and keep the relays, while not drastically increasing the timelines.
 - **SC STX**
 - Remove breaks on Friday

- Upper limit time standard for relays
- **SC STAGS**
 - 15-16 and 17-18 Age groups combined into a 15-18 group (but 15-16 year olds have 15-16 A Qualifying Time, and 17-18 have 17-18 A Qualifying Time)
 - Three heats in finals for 15-18 group
 - Two relays allowed per team
- **LC STX**
 - Three-day prelim/final meet
 - 15-16 and 17-18 Age groups combined into a 15-18 group (but 15-16 year olds have 15-16 BB Qualifying Time, and 17-18 have 17-18 BB Qualifying Time)
 - Three heats in finals for 15-18 group
 - Relays at the end of each prelim sessions just before the distance events
 - Upper limit time standard for relays
- **LC STAGS**
 - 15-16 and 17-18 Age groups combined into a 15-18 group (but 15-16 year olds have 15-16 A Qualifying Time, and 17-18 have 17-18 A Qualifying Time)
 - Three heats in finals for 15-18 group, Two heats of finals for all other age groups
 - Relays at the end of each prelim sessions just before the distance events
 - Two relays allowed per team

*The CMC spent a lot of time on designing the upcoming season. Remember to keep in mind that some of the requests can be very complex from an administrator perspective and that we must keep a skilled admin official as part of this process.

I'd like to thank the entire committee, but specifically Mindy Donofrio and Jessica Evans for their weekly meetings with me to make sure we had a successful season.



Age Group Chair Report Submitted by John Dalton, Age Group Chair

HoD Meeting Date: Oct 7, 2023

It has been an honor serving as the Age Group Chair for the LSC. I look forward to another great year of swimming for all athletes, coaches and officials. Here is the 2022-2023 AG Report:

STSI Open Water

- South Texas took 38 athletes to Seven Lakes, NC to compete in the 2023 Southern Zone Open Water Championships. Over two days, the athletes competed in a series of individual and team events resulting in some podium finishes.
- Future SZ OW Meet:
 - Lucas, KY (May 31-June. 2)
 - host: Swimchester Sailfish & Kentucky Swimming

STSI Age Group Zones Championships

- South Texas Swimming took 41 athletes, 5 coaches and a chaperone to the 2023 Southern Zone Age Group Championships in Cary, NC. The team placed 10th with a total of 122 points but was also able to win the Spirit Award for the third consecutive year.
- Changes to P & P regarding Zones:
 - removal of the 15-18 age group
- Future SZAG Meets:
 - Midland, TX (July 24-27, 2024)
 - Host: COM/West Texas Swimming
 - Orlando, FL (July 30-Aug. 2, 2025)

- Host: FL Swimming

TAGS (SCY/LCM)

- March (SCY) - Lewisville
 - NTRO, WLOO, AAAA, TXLA, UN-ST, GOLD, LSAC, YMCA, AQTX, AQSA, SASA, RUSH, ASC, CAA, WOW, COTA, SRG scored points at SCY TAGS
 - FISH, TST also had swimmers compete
- July (LCM) - San Antonio
 - NTRO, WLOO, AAAA, AQSA, TXLA, GOLD, UN-ST, SASA, LSAC, ASC, CAA, SRG, AQTX, WAVE, TST, FISH, STSA, MMA.
 - COTA, RUSH, HPAC, SYS, WOW also had swimmers compete
- 2024 TAGS Meets:
 - San Antonio @ Bill Walker, Feb. 29-Mar. 3
 - College Station @ A&M Natatorium, July 18-21

Camps/Clinics

- OW Camp 2024?
 - In the talking stage, would love to do something Aug/Sept.



Secretary Report
Submitted by Mindy Donofrio, Secretary

HoD Meeting Date: October 7, 2023

- Completed Draft 2022 HOD meeting meetings and posted to website
- Completed monthly BOD meeting minutes and posted to website
- Assisted in securing and planning HOD meeting
- Attended USAS workshop in Denver
- Set up Zoom meetings for committee chairs and BOD
- Ordered and shipped name badges and shirts for all new officials
- Communicated with club site head coaches as needed to BOD and committee chairs
- Communicated with officials as directed by officials chair
- Maintained and updated officials roster with names, emails, and USAS certifications
- Updated and maintained portions of the website to accuracy and update content as needed
- Assisted with ordering and tracking awards for LSC championship meets



Treasurer Report
Submitted by Mindy Donofrio, Treasurer

HoD Meeting Date: October 7, 2023

- Completed SC National meet assistance for 5 athletes, 0 coaches, and 4 officials. Checks mailed mid-April.
- Completed initial LC National meet assistance for 73 athletes, 20 coaches, and 3 officials. Draft statements are being sent out and checks should be mailed mid October
- Assisted with collecting co-pays and making payments for Open Water Zones and Age Group Zones.
- With SWIMS 3.0, reimbursement checks now need to be mailed to all officials for membership dues.
- For the 2023-2024 season, proposed legislation to send reimbursement checks to teams who bulk renew their officials.
- Processed outreach assistance quarterly
- Processed National Evaluator reimbursement for multiple OQM meets in the LSC
- Bank reconciliations sent monthly to Admin Vice Chair and Finance Vice Chair for approval
- Treasurer report submitted to Board of Directors monthly

South Texas Swimming, Inc.

Budget vs. Actuals: Budget Y2022 amended4 - FY22 P&L

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
47000 Program Income				
47100 Membership Dues	263,254.00	125,000.00	138,254.00	210.60 %
47110 USAS Membership Fees	-113,378.00		-113,378.00	
Total 47100 Membership Dues	149,876.00	125,000.00	24,876.00	119.90 %
47200 Splash Fees	154,087.50	125,000.00	29,087.50	123.27 %
47300 Sanction Fees	3,025.00	3,800.00	-775.00	79.61 %
47400 Fines	3,500.00	2,500.00	1,000.00	140.00 %
Total 47000 Program Income	310,488.50	256,300.00	54,188.50	121.14 %
Sales	0.00		0.00	
Total Income	\$310,488.50	\$256,300.00	\$54,188.50	121.14 %
GROSS PROFIT	\$310,488.50	\$256,300.00	\$54,188.50	121.14 %
Expenses				
60000 Program Expenses				
60100 National Reimbursements				
60110 Athletes	74,842.63	75,026.92	-184.29	99.75 %
60120 Coaches	16,900.50	16,900.50	0.00	100.00 %
60130 Officials	4,543.50	4,543.50	0.00	100.00 %
Total 60100 National Reimbursements	96,286.63	96,470.92	-184.29	99.81 %
60200 Championship Meets				
60220 Bag Tags	3,547.36	3,000.00	547.36	118.25 %
60221 Bag Tags LC	2,043.74	2,550.00	-506.26	80.15 %
60230 Awards	6,270.70	5,000.00	1,270.70	125.41 %
Total 60200 Championship Meets	11,861.80	10,550.00	1,311.80	112.43 %
60300 Age Group Zones		95,268.77	-95,268.77	
60310 Lodging	30,561.52		30,561.52	
60320 Food	8,570.25		8,570.25	
60330 Transportation	30,207.48		30,207.48	
60340 Uniforms	15,412.24		15,412.24	
60350 Entry Fees	2,430.00		2,430.00	
60360 Coach Stipend	6,400.00		6,400.00	
60380 Income	-24,000.00	-25,000.00	1,000.00	96.00 %
60390 Misc	687.28		687.28	
Total 60300 Age Group Zones	70,268.77	70,268.77	0.00	100.00 %
60400 Open Water Zones		39,660.31	-39,660.31	
60410 Lodging	6,765.16		6,765.16	
60420 Food	2,542.56		2,542.56	
60430 Transportation	21,985.47		21,985.47	
60440 Uniforms	5,767.12		5,767.12	
60450 Entry Fees	2,700.00		2,700.00	
60460 Coach Stipends	1,500.00		1,500.00	
60480 Income	-14,400.00	-12,800.00	-1,600.00	112.50 %

South Texas Swimming, Inc.

Budget vs. Actuals: Budget Y2022 amended4 - FY22 P&L

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 60400 Open Water Zones	26,860.31	26,860.31	0.00	100.00 %
60900 Swimposium	14,662.68	10,000.00	4,662.68	146.63 %
60910 Swimposium Income	-2,889.84	-3,000.00	110.16	96.33 %
Total 60900 Swimposium	11,772.84	7,000.00	4,772.84	168.18 %
61000 USAS Workshops and Business Mtg				
61020 Transportation	2,968.58	4,500.00	-1,531.42	65.97 %
61030 Lodging	2,892.54	4,500.00	-1,607.46	64.28 %
61040 Meals	678.09	2,500.00	-1,821.91	27.12 %
61050 Workshops and Conferences		1,000.00	-1,000.00	
Total 61000 USAS Workshops and Business Mtg	6,539.21	12,500.00	-5,960.79	52.31 %
61100 Officials				
61110 Official's Dues Reimbursements	16,243.00	23,200.00	-6,957.00	70.01 %
61120 BGC Reimbursement	1,046.53	1,000.00	46.53	104.65 %
61130 Evaluator Travel	2,362.36	4,000.00	-1,637.64	59.06 %
61140 Officials' Travel and Training		1,500.00	-1,500.00	
61150 Official's Account Expenses	2,052.05	2,000.00	52.05	102.60 %
Total 61100 Officials	21,703.94	31,700.00	-9,996.06	68.47 %
61200 Member Awards	1,000.00	2,000.00	-1,000.00	50.00 %
61300 Safe Sport		1,500.00	-1,500.00	
61400 Zone Select Camp	566.20	1,500.00	-933.80	37.75 %
61600 DEI and Adaptive		2,000.00	-2,000.00	
61700 Outreach Athlete Assistance	1,006.75	4,000.00	-2,993.25	25.17 %
61800 Adaptive Aquatics	2,500.00	2,500.00	0.00	100.00 %
61900 Coach of the Year Award		1,500.00	-1,500.00	
Total 60000 Program Expenses	250,366.45	270,350.00	-19,983.55	92.61 %
70000 Operations				
70100 Contract Services				
70110 Accounting Fees	2,796.95	3,500.00	-703.05	79.91 %
70130 Website Maintenance	1,410.00	1,200.00	210.00	117.50 %
70135 Website Redesign	697.50	1,500.00	-802.50	46.50 %
Total 70100 Contract Services	4,904.45	6,200.00	-1,295.55	79.10 %
70200 Facilities				
70210 Office/Storage Rent	1,096.00	1,000.00	1,096.00	
Total 70200 Facilities	1,096.00	1,000.00	96.00	109.60 %
70300 Bank Charges	6,701.26	1,500.00	5,201.26	446.75 %
70400 Investment Expense	15,349.76	14,000.00	1,349.76	109.64 %
70500 Memberships, Dues and Subscriptions	249.95	250.00	-0.05	99.98 %
70600 Postage and Shipping	631.53	500.00	131.53	126.31 %
70700 Office Equipment and Supplies	211.60	1,000.00	-788.40	21.16 %
70800 Telecommunications	1,172.51	1,000.00	172.51	117.25 %
70900 HOD Meeting Expenses	1,430.29	2,000.00	-569.71	71.51 %
71000 Chairperson's Expenses	716.02	2,500.00	-1,783.98	28.64 %

South Texas Swimming, Inc.

Budget vs. Actuals: Budget Y2022 amended4 - FY22 P&L

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
71300 Travel	442.23	4,000.00	-3,557.77	11.06 %
72000 Employee Expenses				
72100 Wages				
72110 Wages - Base	57,200.00	56,000.00	1,200.00	102.14 %
72120 Wages - Bonus	4,000.00	4,000.00	0.00	100.00 %
Total 72100 Wages	61,200.00	60,000.00	1,200.00	102.00 %
72200 Payroll Taxes	4,681.80	4,400.00	281.80	106.40 %
72400 Workers Comp	351.00	400.00	-49.00	87.75 %
72500 Employee Bond	260.00	300.00	-40.00	86.67 %
Total 72000 Employee Expenses	66,492.80	65,100.00	1,392.80	102.14 %
79000 Miscellaneous	0.00		0.00	
Total 70000 Operations	99,398.40	99,050.00	348.40	100.35 %
Total Expenses	\$349,764.85	\$369,400.00	\$ -19,635.15	94.68 %
NET OPERATING INCOME	\$ -39,276.35	\$ -113,100.00	\$73,823.65	34.73 %
Other Income				
80100 Interest Earned	42.54		42.54	
81000 Investments				
81010 Dividend, Interest (Securities)	158.49		158.49	
81090 Other Investment Gain/Loss	-196,246.71	45,000.00	-241,246.71	-436.10 %
Total 81000 Investments	-196,088.22	45,000.00	-241,088.22	-435.75 %
Total Other Income	\$ -196,045.68	\$45,000.00	\$ -241,045.68	-435.66 %
NET OTHER INCOME	\$ -196,045.68	\$45,000.00	\$ -241,045.68	-435.66 %
NET INCOME	\$ -235,322.03	\$ -68,100.00	\$ -167,222.03	345.55 %

South Texas Swimming, Inc.

Budget vs. Actuals: Budget Y2023 Amend04 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
47000 Program Income				
47100 Membership Dues	115,455.00	175,100.00	-59,645.00	65.94 %
47200 Splash Fees	131,541.25	145,900.00	-14,358.75	90.16 %
47300 Sanction Fees	2,650.00	2,950.00	-300.00	89.83 %
47400 Fines	1,000.00	3,000.00	-2,000.00	33.33 %
47900 Other				
47990 Endowment Income Draw		45,000.00	-45,000.00	
Total 47900 Other		45,000.00	-45,000.00	
Total 47000 Program Income	250,646.25	371,950.00	-121,303.75	67.39 %
Total Income	\$250,646.25	\$371,950.00	\$ -121,303.75	67.39 %
GROSS PROFIT	\$250,646.25	\$371,950.00	\$ -121,303.75	67.39 %
Expenses				
60000 Program Expenses				
60100 National Reimbursements				
60110 Athletes	2,820.00	64,400.00	-61,580.00	4.38 %
60120 Coaches		14,400.00	-14,400.00	
60130 Officials	4,596.00	7,900.00	-3,304.00	58.18 %
Total 60100 National Reimbursements	7,416.00	86,700.00	-79,284.00	8.55 %
60200 Championship Meets				
60220 Bag Tags	5,311.75	5,800.00	-488.25	91.58 %
60230 Awards	907.35	5,500.00	-4,592.65	16.50 %
Total 60200 Championship Meets	6,219.10	11,300.00	-5,080.90	55.04 %
60300 Age Group Zones		90,000.00	-90,000.00	
60310 Lodging	16,528.85		16,528.85	
60320 Food	14,187.48		14,187.48	
60330 Transportation	30,861.88		30,861.88	
60340 Uniforms	8,709.29		8,709.29	
60350 Entry Fees	3,965.00		3,965.00	
60360 Coach Stipend	4,700.00		4,700.00	
60380 Income	-20,100.00	-25,000.00	4,900.00	80.40 %
60390 Misc	308.88		308.88	
Total 60300 Age Group Zones	59,161.38	65,000.00	-5,838.62	91.02 %
60400 Open Water Zones		39,375.00	-39,375.00	
60410 Lodging	8,875.12		8,875.12	
60420 Food	2,705.70		2,705.70	
60430 Transportation	22,402.88		22,402.88	
60440 Uniforms	5,838.00		5,838.00	
60450 Entry Fees	3,230.00		3,230.00	
60460 Coach Stipends	1,500.00		1,500.00	
60480 Income	-16,000.00	-14,400.00	-1,600.00	111.11 %
Total 60400 Open Water Zones	28,551.70	24,975.00	3,576.70	114.32 %

South Texas Swimming, Inc.

Budget vs. Actuals: Budget Y2023 Amend04 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
60700 LSC Clinic/camps/swimposiums		15,000.00	-15,000.00	
61000 USAS Workshops and Business Mtg				
61010 Registration		1,000.00	-1,000.00	
61020 Transportation	4,320.80	4,700.00	-379.20	91.93 %
61030 Lodging	3,295.11	4,700.00	-1,404.89	70.11 %
61040 Meals	1,548.52	2,650.00	-1,101.48	58.43 %
Total 61000 USAS Workshops and Business Mtg	9,164.43	13,050.00	-3,885.57	70.23 %
61100 Officials				
61110 Official's Dues Reimbursements	3,775.00	22,400.00	-18,625.00	16.85 %
61120 BGC Reimbursement	965.76	1,000.00	-34.24	96.58 %
61130 Evaluator Travel	5,307.94	4,000.00	1,307.94	132.70 %
61140 Officials' Travel and Training		1,000.00	-1,000.00	
61150 Official's Account Expenses	1,026.25	1,575.00	-548.75	65.16 %
Total 61100 Officials	11,074.95	29,975.00	-18,900.05	36.95 %
61200 Member Awards		2,000.00	-2,000.00	
61300 Safe Sport		500.00	-500.00	
61400 Zone Select Camp	2,239.73	1,500.00	739.73	149.32 %
61600 DEI and Adaptive		4,500.00	-4,500.00	
61700 Outreach Athlete Assistance	1,094.00	2,700.00	-1,606.00	40.52 %
61900 Coach of the Year Award	883.07	4,200.00	-3,316.93	21.03 %
Total 60000 Program Expenses	125,804.36	261,400.00	-135,595.64	48.13 %
70000 Operations				
70100 Contract Services				
70110 Accounting Fees	2,159.65	3,500.00	-1,340.35	61.70 %
70130 Website Maintenance	4,690.00	10,000.00	-5,310.00	46.90 %
Total 70100 Contract Services	6,849.65	13,500.00	-6,650.35	50.74 %
70200 Facilities				
70210 Office/Storage Rent	800.00	1,000.00	-200.00	80.00 %
70220 PO Box	170.85		170.85	
Total 70200 Facilities	970.85	1,000.00	-29.15	97.09 %
70300 Bank Charges	5,833.67	8,200.00	-2,366.33	71.14 %
70400 Investment Expense	11,128.82	14,400.00	-3,271.18	77.28 %
70500 Memberships, Dues and Subscriptions	831.31	850.00	-18.69	97.80 %
70600 Postage and Shipping	184.25	400.00	-215.75	46.06 %
70700 Office Equipment and Supplies	111.03	800.00	-688.97	13.88 %
70800 Telecommunications	1,771.65	1,100.00	671.65	161.06 %
70900 HOD Meeting Expenses	1,250.00	2,000.00	-750.00	62.50 %
71000 Chairperson's Expenses	332.39	1,500.00	-1,167.61	22.16 %
71300 Travel		2,800.00	-2,800.00	
72000 Employee Expenses				
72100 Wages				
72110 Wages - Base	46,640.00	60,060.00	-13,420.00	77.66 %

South Texas Swimming, Inc.

Budget vs. Actuals: Budget Y2023 Amend04 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
72120 Wages - Bonus		4,000.00	-4,000.00	
Total 72100 Wages	46,640.00	64,060.00	-17,420.00	72.81 %
72200 Payroll Taxes	3,389.57	4,900.00	-1,510.43	69.17 %
72400 Workers Comp	343.00	300.00	43.00	114.33 %
72500 Employee Bond	260.00	300.00	-40.00	86.67 %
Total 72000 Employee Expenses	50,632.57	69,560.00	-18,927.43	72.79 %
Total 70000 Operations	79,896.19	116,110.00	-36,213.81	68.81 %
Total Expenses	\$205,700.55	\$377,510.00	\$ -171,809.45	54.49 %
NET OPERATING INCOME	\$44,945.70	\$ -5,560.00	\$50,505.70	-808.38 %
Other Income				
80100 Interest Earned	31.82		31.82	
81000 Investments				
81010 Dividend, Interest (Securities)	162.94		162.94	
81090 Other Investment Gain/Loss	53,895.82		53,895.82	
Total 81000 Investments	54,058.76		54,058.76	
Total Other Income	\$54,090.58	\$0.00	\$54,090.58	0.00%
NET OTHER INCOME	\$54,090.58	\$0.00	\$54,090.58	0.00%
NET INCOME	\$99,036.28	\$ -5,560.00	\$104,596.28	-1,781.23 %



Coach Rep Report
Submitted by Jennie Lou Leeder, Coach Rep

HoD Meeting Date: Oct 7, 2023

Representative Board Report

Coach Rep 1 Hector Barrera and Coach Rep 2 Jennie Lou Leeder meet after the 2022 BOD meeting when Coach Jennie Lou was elected to discuss the following year. They spoke on the phone multiple times a month as well as the full committee monthly Zoom call.

The major topic was the discussion of the Swimposium that Coach Hector had held previously. What worked well, what did not work and what should be changed for the next Swimposium. They also discussed that since there had been one held in San Antonio and the Valley that the next one should be in the Austin area.

They discussed the Coach of the Year award. What the parameters should be for future nominations, who should vote and what the awards should be. This was revised and changed when Coach Hector resigned and moved in March.

The BOD Meeting in March saw the acceptance of Coach Hector Barrera's resignation from the BOD, Coach Representative 1 position due to a move to Florida. Coach Marcy Parshall was appointed to the position.

Additional members were added to the Coach Representative Committee. We now have 2 athletes and 2 coaches on the committee. Meetings have been held via Zoom every month except for July and August.

During these meetings discussion has centered on COTY and coach education clinics. Coach Marcy attended the USA Swim meeting in Denver. USA Swim provided a list of speakers that they offer for free to travel to your LSC for coach education. Coach Jennie Lou and Coach Marcy held several calls about coach education and speakers. It was agreed that Coach Marcy ask Leland Brown to come speak at the HOD meeting for furthering coach education in our LSC. Coach Jennie Lou was to ask Josh Davis to also speak. He was already engaged and could not attend and asked to be kept as an option for a later date.

The Coach Representative Committee hosted two coach social events. These were after short course and long course STAGS. We have discussed keeping this pattern as it works well as the majority of STX coaches are at these two events.

The COTY nomination forms have been created and sent out for nominations. The committee will comprise the nominations for ease of voting before and at the HOD. The winner will be announced at the HOD. They will receive a Yeti water bottle at the short course meet in March.

Our discussions will be focused on a coach education clinic to be held in the next swim year. At the BOD meeting Coach Jennie Lou will move into the Coach Representative 1 position and the BOD will vote for a new Coach Representative 2 position.

**2022 Coach of the Year as announced at the Long Course STAGS.
They are as follows:**

Large Team:

Sr Coach: Garrett Nelson

Age Group Coach: Josh Lozano

Medium Team:

Sr. Coach: Marcy Parshall

Age Group Coach: Jennie Lou Leeder

Small Team:

Sr. Coach: Dean Kondziolka

Age Group Coach: Ryan Ciccarelli

o



Safe Sport Chair Report
Submitted by Lorna Anaya, Safe Sport Chair

HoD Meeting Date: Oct 7, 2023

Thank you for giving me the opportunity to serve as your Safe Sport Chair.

Current South Texas Statistics 35 teams

- 26 Achieved
- 6 In progress
- 1 Under review
- 2 Not submitted

Currently South Texas LSC is now number **ONE** in percentage of Safe Sport recognized clubs out of 59 national LSC's

Recently certified or recertified Safe Sport teams 2023

- Alamo Area Aquatics Association
- Lone Star Aquatics Club
- Schertz YMCA Swim Team
- Texas Gold

Safe Sport reporting

- Reports were submitted to USA Swimming
- Reports were to U.S. Center for Safe Sport

Accomplished

- Monitored and reached out to coaches and Safe Sport contacts.
 - Assisted with completing the requirements to become certified
 - Notifying teams they have expired and offered assistance
 - Notified teams that their expiration was approaching and what to do
 - Attended Safe Sport presentations at national meetes

Continuing education

- Attended USA Swimming Safe Sport Workshop in Denver
- Participated in USA Swimming Safe Sport webinars for teams, coaches and officials
- Talked to on deck around the nation to coaches and officials

Goals

- Be more proactive with monthly committee meetings
- Keep the committee moving forward to assist existing and new teams to stay and become Safe Sport certified
- Distribute any materials to Safe Sport directors as it comes in



Diversity, Equity and Inclusion Report
Submitted by Chase Thompson , Diversity, Equity and Inclusion Chair

HoD Meeting Date: October 7, 2023

It has been my honor to serve as Diversity, Equity and Inclusion Chair these past four months. Items during this time include:

- Monthly DEI Zone meetings
- Speaking to ST Coaches on how DEI can impact their clubs
- Working to create a DEI committee, please come talk to me if you would like to join (:
- DEI meeting with other DEI chairs

Upcoming focuses

- Tackle the website and make necessary updates
- Utilize the outreach program by USA swimming
- Creating a scholarship for athletes that qualify for the outreach program that are selected for Zones



Governance Committee Report

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

HoD Meeting Date: October 7, 2023

- In conjunction with USA-S, conducted the BoardSource survey and prepared a draft of the results to present at the HOD meeting
- Prepared a proposal to include in the Policies and Procedures that documents the election process for both Athlete Board Representatives and the Officials Chair.
- Provided feedback to the working group that studied how our BOD meetings are conducted.
 - The primary takeaway was to make sure the conference is set up such that people can see the committee (who is in attendance and how they vote) and provide feedback as needed.
 - A secondary item that surfaced is that the native source files for all of our governing documents (Bylaws, Policies and Procedures, etc.) should all be in one location. To that end, there is now a folder in our private drive for these documents.
- Proposed minor updates to several governing documents to ensure consistency across our governing documents, including
 - Board Manual
 - Policies and Procedures
 - Officials Chair responsibilities
- Completed the LEAP certification document.
- Assisted in the coordination of the nominations and elections for the HOD meeting.
 - Drafted communications for open BOD positions.
 - One thing noted is that, for various reasons, there is not a way to email all athletes in the LSC. Social media and communications via teams was employed to ensure athletes were aware of both the nominating period and the election period.
- Given the timing of the resignation of our Officials Chair, the committee prepared an augmented election process that accommodated the tight timeline.
 - On 8/28/2023, we received word that our Officials Chair would be resigning effective 10/7/2023 (the HOD meeting date). The committee drafted a proposal to elect a new Officials Chair. The proposal follows the process outlined in the Policies and Procedures but does so with a compressed timeline.
- Conducted an Athlete Representative Nominee Orientation meeting and confirmed their desire to run.
- Conducted a non-Athlete Representative Nominee Orientation meeting and confirmed their desire to run.
- Communicated with the Officials Chair Nominees to confirm their desire to run.

- Worked with the General Chair and other key stakeholders on the content and agenda for the HOD meeting.
- Worked with the General Chair, staff members from USA-S, and other key stakeholders on the strategic planning meeting.
 - While a strategic planning is supposed to be held in Sep, the decision was made to postpone this until after Short Course season since portions of the board would be transitioning within a month, thus losing the background.



**Official's Chair Report
Submitted by Charles Yang, Official's Chair**

House of Delegates: October 7, 2023

South Texas currently has 263 registered officials. This is the most number of officials we have had in quite some time, but given the number of athletes in our LSC, we are still low on the overall number of officials. With that being said, considering we are an LSC that is 100% volunteer based with no requirements for teams to maintain a minimum number of officials or for teams to bring a certain number of officials to enter meets, the number of volunteers we have is not bad.

In 2023, South Texas was able to successfully staff and provide adequate numbers of officials for all of the LSC championship meets, and provide opportunities for National evaluations at 4 meets hosted by South Texas.

It is a huge benefit for the officials in South Texas to continue to be able to obtain national evaluations and get feedback from national level officials without leaving the LSC. Not all LSC's are fortunate enough to have these opportunities and often times it is probably taken for granted.

From an official's standpoint I believe 2023 has continued to be fairly uneventful and quiet which is in my opinion how it should be. Officials should be in the background, mainly unseen supporting our athletes.

As we transition to a new Official's Chair 1 initiative that I started and left unfinished, but would like to see carried through is to look at national reimbursement for officials traveling outside the LSC. The intent of this reimbursement is to encourage more officials to get the opportunity to officiate at higher level meets that don't always take place in our LSC. This is how we can successfully build a stable of national level officials. I don't believe this is currently serving our LSC how it was intended as it appears to be the same group of officials getting reimburse year after year in which we are not getting much return on investment by doing this. This is one area that I believe we need to implement some change as far as how many times the same officials can request reimbursement or there needs to be more benefit to the LSC if we are going to continue sending the same officials.

Thank you for allowing me to serve the LSC as the Official's Chair for the past 6 years. It has been an honor and a memorable experience.



**STaR Committee Report
(Sanctions, Times, and Records)
Submitted by Mindy Donofrio, Chair**

House of Delegates: October 7, 2023

The STaR committee manages member and club registrations, sanctions, observed meet approvals, LSC records, pre-meet recons, and post-meet results. STaR also provides support to members with missing and incorrect times and other issues related to times uploads and memberships, and guidance and assistance to meet directors and entry chairs.

Sanctions, Splashes, and Revenues

	2022	2023 (to date)
Sanctioned meets	121	105
Revenue from sanctions	\$3,025	\$2,625
Total splashes	123,270	95,869
Revenue from splashes	\$154,087.50	\$119,836.25

Team Registrations:

- ST had 40 clubs registered for 2023, and 34 clubs have registered so far for 2024.
- ST had one new seasonal club in 2023 (Rollingwood Axolotis-RA, in Austin). As a seasonal club, this club is not eligible for LSC champs meets, but it will be zoned to the North.
- ST has two new year-round clubs in 2024 so far (Medina Valley Swim Club-MVSC in Castroville and Tri-City Aquatics-TCA in Pharr). Both clubs will be zoned to the South.
- There is a new team from Pflugerville in the process of completing its application; this team will be zoned to the North.

Coach Registrations:

- Existing coaches must complete the Quality Coaching Framework course by 9/1/2024.
- There is a new Provisional Coach membership type that is available to new coaches or coaches who have been off deck for more than one year. All coaches under this membership must be supervised by a Coach member in good standing at a 1:1 ratio. CPR is the only requirement that cannot be completed online, and it must be completed by the end of the first year. All other requirements can be completed online.
- Provisional Coach memberships are valid for a total of three registration years, require only online training for the initial certification, and are more cost efficient for clubs that choose to cover this cost for new coaches.

- The online requirements for all Coach and Provisional Coach members are the Red Cross Online Safety Training for Swim Coaches, the Athlete Protection Training, a Background Check, the Concussion Training Protocol, and the Quality Coaching Framework and Welcome to USA Swimming courses.
- Coach members must also complete the USADA Coaches Advantage Training, the In-Water Safety Training for Swim Coaches test, and the Core Certification courses.

Registration Numbers:

	2021-2022 Season	2022-2023 Season	2023-2024 Season (to date)
Premium athletes	7,497	7,915	2,483
Flex athletes	1,260	650	311
Seasonal athletes	35	43	0
Outreach athletes	82	112	59
Total athletes	8,874	8,720	2,853
Coaches	323	343	75
Junior Coaches	5	35	0
Officials	218	263	72
Administrators	n/a	47	10
Other	117	120	43
Total non-athletes	663	808	200
Total ST members	9,537	9,528	3,053

**Note: A small number of members have multiple membership types (such as a coach who is also an official), and the data does not reflect this.*



- The Flex membership is limited to 12&Under athletes and continues to provide a less expensive, year-round swimming membership plus participation in up to two sanctioned meets each season (for the current season, the date range is September 2023 to December 2024). By USAS rule, Flex athletes are not eligible to compete in LSC champs meets or higher. Flex athletes can upgrade to a Premium membership to compete in a third meet (or an LSC champs meet) by paying the difference between the Flex and Premium membership fees.
- Athlete membership was down 1.7% from 2022 to 2023. However, athlete membership has stabilized at pre-Covid levels.

- Non-athlete membership is up from 2022 to 2023 by 17.9% overall, with a 17.1% increase in the number of officials, a 13.2% increase in the number of coaches, and small increase in the number of other non-athlete membership types.
- As a reminder, it is the responsibility of the club to ensure that all athlete and non-athlete members renew for 2024 by providing their club's individual link to its members. When the club provides the link, the members pay USAS directly and the club should **not** collect the USAS fee. Clubs that elected the new "bulk" renewal option may renew athletes and non-athletes (depending on which options they selected) from their SWIMS portal and bill those fees to members, as appropriate.

Observed Meets (NTV):

- ST approved 40 meets for USAS observation in the 2022-2023 season in meets conducted in all parts of the LSC. To date, ST has approved 17 meets for USAS observation in the 2023-2024 season, with one meet cancelled so far.
- As a reminder, information about the process for applying for observation is posted on the Observed Meets page on the ST website (Meet Information -> Observed Meets). This page includes results files for observed meets for teams not using Team Unify to use to upload times into their team databases. There is also a link to the list of meets that have been approved for the current season.
- Applying for observation must be completed prior to the start of the meet. Meet hosts cannot apply for observation after the meet has started. The correct number of USAS officials must be available and in position for events where the technical rules of USAS differ. For times to be loaded to SWIMS, a statement from the meet referee or meet contact must be submitted to the appropriate SWIMS User with the Meet Manager backup file to confirm that this requirement has been met.
- Rule differences between governing bodies are available by clicking the Rules tab at www.ourkidsinitiative.org. This resource is updated frequently as governing bodies pass rule changes.
- Instructions and guidance was sent to high school coaches (using available contact data) with the information to enter in the high school team database so that times for USAS athletes will load to SWIMS automatically. This information is also sent to meet hosts when their meets are approved for observation, to USAS officials working high school meets, and is also posted on the STSI Observed Meets page.
- Swimmers competing at observed meets should contact their high school coach to verify that their name, date of birth, gender, and USAS ID are entered correctly in the high school team database, and that all information matches the way it is entered in SWIMS, so that the times can be loaded automatically.
- Effective September 23, 2023, times from observed meets are loaded *only* for current USAS members in good standing as of the meet date(s). This means that an athlete who competed as a non-member (ie, not a USAS member, or a USAS with an expired membership) or an ineligible member (ie, not in good standing due to not taking the APT, or has registration or other administrative errors) may not request times to be

loaded from those observed meets, once the member becomes an eligible USAS member.

LSC Records:

- This functionality was not included in the original SWIMS 3.0 release and is just now being introduced. ST will need to get caught up on records reporting since September 2022.
- LSC records are kept for all three courses (SCY, SCM, LCM).

SWIMS Pre-meet Recons and Results:

- Most meet hosts are submitting recons at least 5-7 days prior to the meet start date, and running them several times to verify that all athletes are registered and the required corrections have been made. We strongly recommend that all meet hosts plan to submit their recons at least one week prior to the meet so that registration issues can be resolved prior to the meet.
- As a reminder, it is the responsibility of the meet host to make sure that all athletes, coaches, and officials are members in good standing at swim meets. Athlete membership is confirmed by the pre-meet recon or by asking the athlete for his/her USAS membership card via the USAS mobile app. Membership for officials is confirmed by the Meet Referee prior to the meet. The meet host should ask Coach members to display their USAS membership card using the USAS mobile app when they enter the facility to confirm membership. **As a reminder, the membership must be noted as being “in good standing” through the meet date(s) to be valid**, and this is indicated on the membership card. The meet host may set a deadline for teams to accomplish any necessary changes before removing the athletes from the meet.
- As a reminder, all deck entries at meets require any athlete not currently entered in the meet to present his or her USAS membership card. The clerk of course or meet admin must use the card to enter all information, including the team affiliation, and confirm the valid membership type. A coach verbally informing a meet host that the athlete is registered or showing proof of registration via a Team Unify screen is NOT proof of membership. The only acceptable proof of membership is from the USAS mobile app.
- Recons are usually run and returned quickly to clubs, depending on when they are submitted. “Quickly” is often within one hour of receipt.
- Meet results are usually uploaded immediately to SWIMS and to the South Texas site upon receipt from the meet host, unless there are issues with the meet results that require further investigation. Meet results around tight entry deadlines (STX to STAGS, STAGS to TAGS, and meets around OME deadlines) are coordinated ahead of time between the SWIMS Users and the meet host so results can be loaded immediately following the conclusion of the meet.
- We are discovering through pre-meet recons that many clubs are entering swimmers into meets who are not current and valid USAS members. Please check your roster against your SWIMS portal and make sure that all athletes are registered and attached or transferred to your club. New athletes must be registered within 30 days; all other

members (such as renewing athletes or transfers with expired memberships) must be registered immediately for the club's insurance to be valid.

- Swimmers who are attached to an old team in SWIMS may be entered as UN for a meet if the parent has not yet completed the transfer to the new team in SWIMS. (*Note: A club can use its SWIMS portal to transfer swimmers off their team, but only the parent can transfer a swimmer to their team.*)
- Swimmers entered in meets with mismatches on their name, date of birth, gender, or USAS ID numbers are being flagged so clubs can verify the data with the parent and to make the appropriate corrections in the team database, the Meet Manager database, and/or in SWIMS.
- We generally cannot load results for swimmers who have unresolved mismatches until the data has been corrected. Individual clubs with unresolved mismatches from the 2022-2023 season were contacted separately to ask for updates so times for these swimmers can be loaded. Mismatches from multiple teams were resolved independently and those times were loaded on the most recent review of the error holding tank by your LSC SWIMS Users. Thank you for your cooperation to ensure that all athlete data is correct so that times will load automatically for all of our athletes.



Communications Chair Report
Submitted by Cody Mackall, Digital Communications
Chair

HoD Meeting Date: October 7, 2023

It has been my honor to serve as Digital communications Char Chair these past six months. Items during this time include:

- Update to South Texas Website
- Social Media Strategy design and implementation
- Attend USAS Leadership Calls
- Worked in collaboration with BoD for planning of HoD, Strategic Board Retreat, and other applicable items
- Updated communication flow across South Texas
- Started South Texas Twitter
- Story and Media Coverage for Open Water Zone
- Story and Media Coverage for Age Group Zone

South Texas Swimming, Inc. Proposed Operating Budget

	<u>2024</u>
Income	
47000 Program Income	
47100 Membership Dues	172,700
47200 Splash Fees	198,400
47300 Sanction Fees	3,000
47400 Fines	3,000
47900 Endowment Income Draw	48,000
Total 47000 Program Income	\$ 425,100
Total Income	\$ 425,100
Gross Profit	\$ 425,100
Expenses	
60000 Program Expenses	
60100 National Reimbursements	
60110 Athletes	80,000
60120 Coaches	18,000
60130 Officials	10,000
Total 60100 National Reimbursements	\$ 108,000
60200 Championship Meets	
60210 Host Assistance	
60220 Bag Tags	3,500
60220 LC Bag Tags	2,700
60230 Awards	8,900
Total 60200 Championship Meets	\$ 15,100
60300 Age Group Zones	89,200
60380 Income	(24,000)
Total 60300 Zone Meet Expenses	\$ 65,200
60400 Open Water Zones	48,690
60480 Income	(16,000)
Total Open Water Zones	\$ 32,690
60900 Clinics/Camps/Swimposiums	12,000
60910 Income	(2,000)
Total 60900 Clinics/Camps/Swimposiums	\$ 10,000
61000 USA Workshops and Business Mtg	
61010 Registration	0
61020 Transportation	5,170
61030 Lodging	5,170
61040 Meals	1,600
Total 61000 USA Convention/Workshops	\$ 11,940
61100 Officials	
61110 Official's Dues Reimbursements	20,825
61120 BGC Reimbursement	1,000
61130 Evaluator Travel	4,000
61140 Official's Travel and Training	1,000
61150 Official's Account Expenses	1,733

Total 61100 Officials	\$ 28,558
61200 Member Awards	1,200
00000 LSC Program Development	20,000
61300 Safe Sport Program	500
61400 Zone/Zone Diversity Select Camps	2,100
61600 DEI and Adaptive Programs	4,500
61700 Outreach Athlete Assistance	2,700
61900 Coaches Committee Fund (fka Coach of the Year Award)	4,200
Total 60000 Program Expenses	\$ 306,688

70000 Operations	
70100 Contract Services - Accounting Fees	3,500
70130 Website Expenses - Maintenance	10,000
70200 Facilities	1,000
70300 Bank Charges	8,200
70400 Investment Expense	14,500
70500 Memberships, Dues and Subscriptions	850
70600 Postage and Shipping	400
70700 Office Equipment and Supplies	800
70800 Telecommunications	2,024
70900 HOD Meeting Expenses	8,000
71000 Chairperson's Expenses	1,500
71300 Travel	2,800
72000 Total Employee Expenses	\$ 65,920
Total 70000 Operations	\$ 119,494
Total Expenses	\$ 426,182
Net Operating Income (Loss)	\$ (1,082)

Independent Accountant's Report on Applying Agreed-Upon Procedures

South Texas Swimming, Inc. and USA Swimming Inc.:

We have performed the procedures enumerated below to ensure South Texas Swimming, Inc. (the LSC) is operating in accordance with the LSC Affiliation Agreement of USA Swimming, Inc. as of and for the year ended December 31, 2022.

The LSC has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of ensuring that the LSC is operating in accordance with the LSC Affiliation Agreement. Additionally, USA Swimming, Inc. acknowledges that the procedures performed are appropriate for their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report, and as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sample size determined by USA Swimming Inc. may not be representative of the population being tested.

The procedures and associated findings are as follows:

- 1) We obtained the USA Swimming, Inc. provided "Agreed Upon Procedures Inquiry Checklist" completed by a LSC representative. The completed checklist is included as Attachment A.
- 2) We prepared a year over year comparison of the balance sheet financial statement line items. For any variances over 10 percent, we inquired of a LSC representative the reason for the variance. Financial statement line items less than 5% of total assets were not reviewed. Explanations for variances are included as Attachment B.
- 3) We prepared an actual to budget and year over year comparison for income statement line items. For any variances over 10 percent, we inquired of a LSC representative the reason for the variance. Income statement line items less than 5% of revenues were not reviewed. Explanations for variances are included as Attachment C.
- 4) We obtain from a LSC representative a list of all vendor invoices paid during the fiscal year. We randomly selected 10 vendor invoices and obtained the invoices and cancelled checks. We agreed the amount and payee per the invoices to the canceled checks. We inspected the invoices for signature or initials indicating approval for payment. There were no differences in amount, payee, or any invoices missing evidence of approval.
- 5) We obtained all the bank and investment reconciliations as of year-end. We agreed the bank/investment balance per the reconciliations to the bank/investment statements. We agreed the book balance per the reconciliation to the general ledger balance at year end as provided by a LSC representative. There were no differences in balances.

- 6) We obtained a list of cash disbursements by vendor for the calendar year (January 1 – December 31) from a LSC representative. For each vendor paid more than \$600 for the calendar year per the list, we obtained a copy of the vendor's 1099. There were no vendors paid over the \$600 threshold for which a 1099 was not available.
- 7) We obtained a reconciliation of the IRS Form 941 to the general ledger as of December 31 prepared by a LSC representative. We obtained a listing of amounts paid for the calendar year by employee. We obtained copies of W-2s issued for the year. For each employee per the listing who was paid over \$600, we agreed employee name and amount paid per the listing to the W-2. There were no differences in wages per the W-2s.
- 8) We obtained the most recently filed Form 990, which is included as Attachment D.
- 9) We obtained the year-end internally prepared financial statements. The financial statements are included as Attachment E.

We were engaged by the LSC to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on ensuring that the LSC is operating in accordance with the LSC Affiliation Agreement. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the LSC and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of South Texas Swimming, Inc. and USA Swimming and is not intended to be and should not be used by anyone other than those specified parties.

Stockman Kast Ryan + Co. LLP

August 3, 2023