



South Texas Swimming

Board of Directors: Agenda

Meeting Date: March 12, 2024 8:00 to 9:00 p.m.

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- **Welcome & Roll Call: (8:00pm)**
 - **South Texas Swimming Mission: (8:05 pm) [Why are you here ?](#)**
To empower all athletes to be successful in life by providing resources, equal opportunity, and organizational excellence.
 - **Creating a Culture of Excellence**
 - **Additions to Agenda:**
 - **Approval of Minutes: February 2024**
 - **Financial Report Presentation (8:10pm)**
 - **Board and Committee Chair Reports (8:15 pm)**
 - **Committee Member Approvals (8:20 pm)**
 - **Finance Committee Proposal (8:30 pm)**
 - **Officials Committee Proposals (8:40 pm)**
 - **Strategic Planning Update (8:50 pm)**
 - **Special HOD Update (8:50 pm)**
 - **April Agenda Items (8:55 pm)**
 - **Adjourn (9:00 pm)**

Board of Directors Policy Proposal

Proposed Legislation
 Proposed Policy

Proposed Resolution
 Discussion Only

Reviewed by the Legislative
Coordinator for Form

Draft (Not Yet Reviewed)

Proposed legislation must be submitted on this form and should be submitted prior to the mailing of the Board of Directors Agenda to the member clubs. New business items coming from the floor must also use this form to submit the proposed legislation.

**Date Submitted: Mar 4, 2024
Mar 12, 2024**

Date of Board Meeting to be Discussed:

Name of Policy: Audit and Review

Policy Location: Policies and Procedures, XII, B, 2 & XII, B, 5

Description of Issue: We propose to change the wording to the Audit and Review section of P&P referenced above as follows:

Original Wording:

2. The Audit Committee shall review the STSI financial records and LSC accounting practices at least semi-annually and in accordance with any rules in effect from USA Swimming with regard to financial audits and reporting requirements.
3. The Finance Vice Chair shall generate a report of the review's findings and shall provide the report to the Treasurer and Executive Secretary who shall have the option to append feedback or action plans to address any issues raised. The final report, including the feedback and plans, shall be submitted to the BoD within 30 days of the review.
4. The Finance Vice Chair shall be responsible for coordinating, performing, and filing any required review reports with USA Swimming.
5. Audits by outside agencies may conducted at the discretion of the BoD.

Updated Wording (proposed additional language highlighted);

2. The Audit Committee shall review the STSI financial records and LSC accounting practices at least semi-annually and in accordance with any rules in effect from USA Swimming with regard to financial audits and reporting requirements. **If an external auditor is engaged, then in lieu of an Audit Committee semi-annual review, the Finance Committee may perform a monthly review of the financial statement included in the Treasurer's Report and a quarterly review of the investment account.**

3. The Finance Vice Chair shall generate a report of the review's findings and shall provide the report to the Treasurer and Executive Secretary who shall have the option to append feedback or action plans to address any issues raised. The final report, including the feedback and plans, shall be submitted to the BoD within 30 days of the review.

4. The Finance Vice Chair shall be responsible for coordinating, performing, and filing any required review reports with USA Swimming.

5. Audits by outside agencies may be conducted at the discretion of the BoD.

Solution/Rationale and Proposal/Legislation Requested: Currently, US Swimming requires an external audit firm to perform agreed-upon procedures on our financial statements. The Finance Committee is actively reviewing the Financial Statements on a monthly basis and the Investment Account quarterly. Many more eyes are on the information than would be with an internal audit, and documents can be requested when necessary to verify any information as considered appropriate. A semi-annual internal audit would add redundancy and work and not much additional benefit to procedures already in place.

On #5, just updating to fix typo.

Effective Date: Mar 12, 2024

Method of Implementation: Already following these procedures in practice

Proposed by: Anne Bennett

Club: GOLD

Board Member Submitting: Anne Bennett

Title: Finance Vice Chair

Action:

- | | |
|--|--|
| <input type="checkbox"/> Adopted | <input type="checkbox"/> Postponed |
| <input type="checkbox"/> Defeated | <input type="checkbox"/> Withdrawn |
| <input type="checkbox"/> Adopted-Amended | <input type="checkbox"/> Referred to Committee |
| <input type="checkbox"/> Tabled | |

Proposal 1: PPGO Update for LSC Certification Changes

Submitted by: Marc Digby, LSC Officials Chair, with support of a majority of the Officials Committee

Background: USA Swimming released new requirements for LSC officials certification in early February. STX must update our Policies and Procedures Governing Officials (PPGO) to be compliant with those new requirements. Along with those required updates, the STX Officials Committee is recommending several other updates. Some of them are options that align well with the new certification rules (like adding Chief Judge, defining who can sign off new officials, and defining a renewal process). A few are general changes to how we manage officials and specify meet operations (like penalty for no-showing a sanction).

The Officials Committee has reviewed these changes and recommends the Board's approval. The Officials Committee is in the process of writing the specific language for the PPGO, but we don't want to serialize the approval process with our writing task because most of the changes are already in-effect whether we write them or not, due to USAS legislation. We are asking the Board to approve the changes as outlined here, and trust the Officials Committee will implement the specific language in good faith. If there are any conflicts uncovered down the road, we can readily seek additional approvals or update the document again as needed. Our goal is to have a released document published to the LSC not later than March 31.

Details of Proposal:

Change the Policies and Procedures Governing Officials (PPGO) as follows...

Section I (Introduction) and throughout: Update the LSC logo, and update to refer to 'STX' instead of 'STSI'.

Section III (Fees, Terms and Other Costs): We already reimburse officials for membership dues per HoD legislation based on being "in good standing". Add a requirement that an official must have at least one valid/current certification (per USAS guidelines) to be eligible to be reimbursed.

Section V (Reciprocal Certification): Modify language to state that STX is compliant with USAS rule which says "Additionally, all LSCs are required to recognize the certified status of visiting and transferring officials from other LSCs."

Section VI (Categories of Officials): Modify to say that we comply with the new USAS rule for LSC Certification. Remove Meet Referee and Admin Referee from the list of certified positions (per USAS rule). Add the Chief Judge as a new LSC certified position (a USAS option).

Section VII (OTS): Specify that only USAS sanctioned or approved meets will be entered (per USAS rule). Observed meets (UIL, USMS) will not. Add language providing guidance

for when AO and AR entries should be used. Add language for when non-certified positions should be entered (evaluators, announcers, etc.).

Section VIII (Steps to be Taken by All New Officials): Add language to emphasize that the LSC strongly recommends that all clinic and testing be completed prior to on-deck training.

Section IX (Steps to Become Certified in a New Position): This entire section will be deleted and replaced. Propose to replicate the USAS table of certification steps, as written.

USAS uses the term “Satisfactory Performance” in their rules. Propose to define the STX version of “Satisfactory Performance” by using a set of specific criteria developed by the Committee, with a 1-2-3 rating system. The criteria were developed from the “Professional Official” documents provided by USAS. New officials will need to get passing ratings from 1 or more “Certifiers” to become certified. (Officials Chair can provide a draft copy of criteria upon request.)

USAS uses the term “Certifier” in their rules. Propose to define the STX list of “Certifiers” who can sign people off. (Should be dozens of people through the LSC for most or all positions, so finding a “Certifier” shouldn’t be hard.)

Position	Certifiers
ST	Any N3 ST Any LSC (or better) DR Any member of OComm who is ST
CJ	Any N2 or N3 CJ Any LSC (or better) DR who is also a CJ Any member of OComm who is CJ
SR	Any N2 or N3 SR Any LSC (or better) DR who is also a SR Any member of OComm who is SR
DR	Any N2 or N3 DR Any LSC DR with minimum 2 years’ experience as DR & 24 DR sessions Any LSC DR who is former LSC MR* Any member of OComm who is DR
AO	Any N2 or N3 AO/AR Any LSC AO with minimum 2 years’ experience as AO & 24 AO/AR sessions Any LSC AO who is former LSC AR* Any member of OComm who is AO

Section XI (Minimum Participation): Remove the old (rarely used) table for session requirements to recertify. Replace with the specific “once every three years” guidelines from USAS. Add language for how to apply for recertification within STX, offering a 1-year window and requiring the same “Satisfactory Performance” that was required during initial certification. Also, update the standard to waive any recertification requirement from 60% vote of the committee to simple majority.

Section XII (Meets with Inadequate Number of Officials): Delete this section, and replace with a broader section of “Meet Operations” rules.

Clarify that although Referee may help with sanctioning, the Meet Host is ultimately responsible for having a legal number of officials on deck.

Clarify that a meet with too few officials *can* be conducted/continued (and times will count) but penalties will be assessed.

For an official who no-shows (without suitable replacement), first occurrence in a year, cannot be listed on sanctions for 12 months.

Second occurrence, cannot be listed on sanctions for 12 months, and reduced to Stroke and Turn duties only for 12 months.

An official (and the Host) are excused for an actual medical or family emergency, which will be defined by the Officials Committee.

The penalty cannot be excused by simply “asking the Board” but can be reconsidered by the LSC ABOR.

Add policy that clarifies that the same MR and AO should be present for all sessions, but provide a process for “sharing” one of those roles, if planned in advance (as a last resort).

Appendix Regarding Transition to New Certification Rules: Add an appendix that expires on 12/31/25 that handles officials “in between” the new and old rules, including...

- DRs who were not previously certified as MRs:
 - Strongly recommend (can’t require) they attend a Zoom clinic on MR before being on a sanction.
 - LSC will keep record of this on the roster (so meet hosts can see it).
- DRs who were not previously certified as Starters or AOs:
 - Strongly recommend (can’t require) that they complete SR/AO certification, per new standard policy. LSC OComm will try to make this as easy for them as possible.
- Who gets grandfathered as CJ:
 - Any official with N2 or N3 CJ cert is now an LSC CJ.
 - Any official who has worked 3 sessions as a CJ at an OQM meet in the last 5 years is an LSC CJ.
 - Any official who is a DR or has previously worked at least 16 sessions as a CJ...is certified LSC CJ *after they attend a refresher clinic* focused on CJ duties in an OQM setting.
 - Everyone else has to start at the beginning with a new CJ clinic and 4 sessions, per USAS.
- No one who isn’t a CJ (or apprentice) by those rules can be entered as a CJ on OTS starting 4/1/24. (MR can still assign ST to do whatever they need them to do...just won’t be CJ in OTS.)

Proposal 2: Policy update to add meet host penalty for running a session/meet with too few officials

Submitted by: Marc Digby, LSC Officials Chair, with support of a majority of the Officials Committee

Background: Per USAS rule, a legal meet must have (at least) the four officials we require for sanction, and practically about twice that to be well-officiated. STX has clubs that run meets without enough officials, and some of these clubs are repeat offenders.

The clubs “beg forgiveness” to the Times Coordinators, the Board of Directors or to USA Swimming with the predictable “don’t penalize the athletes” language. Invariably, at some step in the “begging” process, someone agrees, and the times get loaded (and so the meet “counts”), and the club has no reason not to do it again. Other clubs, by contrast, know the rule and don’t even try to host a meet without officials...so they find officials or cancel their meets. Those clubs are thereby penalized for their good behavior.

While we agree that the athletes should not be penalized for attending a meet that was poorly staffed (and their times should count), we believe the Meet Host and the offending official(s) should be penalized to place a heavy incentive on clubs to never run “questionably legal” meets. The new PPGO language includes penalties for the official(s), but the PPGO is not the appropriate place to levy penalty on a Meet Host.

USA Swimming has now made significant changes to the certification process for new officials, making it substantially easier to get certified in the various positions. Meet Hosts now have all the more capability to legally staff their meets, so we are recommending a policy to keep this from happening again.

Details of Proposal:

Recommend that the Board consider and pass new policy penalizing host team for hosting/continuing meet with too-few officials...

- Proposed Penalty
 - 1st occurrence in Sep-Aug swim year, 5X splash fees for that meet
 - 2nd occurrence in Sep-Aug swim year, 10X splash fees for that meet
...and loss of existing sanctions and no new sanctions for 3 months
 - 3rd occurrence in Sep-Aug swim year, 15X splash fees for that meet
... loss of existing sanctions and no new sanctions for 12 months
- Subject to same ‘emergency’ exceptions as the Official penalty (no penalty if medical/family emergency of the official in question, at the discretion of the Officials Committee)

- Any sanctions for LSC champs, TAGS or USAS Zones/Sectionals and above would be exempt from cancellation.
- Recommend that penalty cannot simply be waived by BoD (or some Committee), but could be reviewed/modified by LSC ABOR

Commentary: The LSC doesn't need the financial gain from the financial penalties, but that seems like one of the only levers we have that all teams would appreciate equally. The loss of sanction penalties are somewhat variable in how they impact teams. If that happened to AAAA, for example, it might be devastating. If that happened to a team that only hosts one meet per year, it might not matter. The Board is encouraged to consider mixing and matching of penalties or devising their own...but we need something.