



South Texas Swimming
Board of Directors Meeting Minutes
Tuesday, September 9, 2025, 8:00pm
Location: via Zoom

Call to order at 8:03pm.

Board Members Present:

Mark Parshall, Cody Mackall, Angie Fain, Jennie Lou Leeder, Mike Worley, BJ Allenstein, Garrett Nelson, Libby Gunn, Marcy Parshall, Derek Howorth

Board Members Absent:

Harrison Tater, Fynn Minus

Staff Present:

Jessica Evans, Erin Meise

Others Present:

Trey Prinz, Marc Digby, Steve Mandacina, Jett Pittman

1. Welcome & Roll Call

A quorum was confirmed.

2. Approval of Minutes: August 2025

Cody made a motion and Jennie Lou seconded to adopt the August 2025 meeting minutes as posted. **Motion passes.**

Per STX policy, Jessica notified the BOD that the updated STX Policies & Procedures were posted to STX website on August 15 reflecting two motions passed at the August 2025 BOD meeting.

Documentation of email vote from August 18, 2025 to offer grant support to STX Coach members attending the USA Swimming Coach Development Academy is attached. There were seven votes yes and five members not responding. Motion was originally to target

coaches from small- and medium-sized teams, but was expanded to coaches from all teams the following week. **Motion passes.**

3. Financial Reports

Jessica and Erin presented the draft of the 2026 budget. Garrett reviewed the budget prior to the meeting and approved.

The 2026 budget reflects the increase in membership dues, the increase in the sanction fee amount, and the elimination of splash fees.

For expenses, Erin calculated estimates based on a three-year average for some categories. The list of proposed meets to be covered by national meet financial assistance was presented and includes meets covered in the past and also includes para meets for athletes with disabilities. Athlete copays for Zones and Select meets remain the same.

Open Water Zones was recently awarded and will be held in Houston, TX, but our budget was assuming Florida so that budget is likely to be high based on the reduced travel expenses to Houston. We are still waiting for the locations for the Futures meets. Our policy has always funded teams to attend the closest location for Futures, and not all Futures locations. USAS may be zoning LSCs for Futures meets so we will wait until the Annual Business Meeting to know more.

The budget for Age Group Zones was increased to add a parade budget and to increase airline travel to account for paying for luggage fees going forward.

Marc Digby reviewed the Officials budget and it reflects the increase in membership fees.

Cody requested additional budget for Safe Sport branded supplies to use at meets (up from \$500). Because Jessica is proposing elimination of the requirement for meet hosts to be Safe Sport certified, there will be a proposal at the HOD meeting to offer grant support to encourage clubs to get certified with grants of \$350 for new certifications and \$150 for renewals. The increased budget for Safe Sport reflects these estimated amounts. More clubs will renew in even-numbered years so the budget would be higher in 2026, and much lower in 2027.

Based on current projections, the 2025 budget for Outreach Athletes was too low and has been increased from \$3,000 to \$15,000. The LSC also paid for three Outreach Athletes to attend Zones and covered the \$500 copay for each.

The Coach committee budget was \$20,000 and has only spent \$3,700. That budget was reduced to reflect current needs.

There were reductions in the LSC Development and Open Water Athlete Development budgets to reflect current needs.

Erin has proposed clearing out the LSC storage unit to eliminate that fee.

Website maintenance was eliminated since it was folded into Jessica's responsibilities.

Bank charges are primarily the fee USAS charges STX to send us our share of the membership dues (4% "technology fee"). Erin has done an excellent job of moving us to Zelle for electronic payments both to and from members, saving a lot of money on credit card processing fees (and eliminating postage fees and issues with lost/uncashed paper checks).

Jessica will be asking for support for a voting software program to use at the HOD meetings. HOD meetings (two per year) are budgeted at \$5,000 to support the voting software, Zoom webinar cost, and food expenses. Jessica will be proposing a change to the travel policy for the HOD meeting to indicate that financial support will only be available when the meeting is required and no virtual option is available. The cost of five delegates electing to travel to the HOD meeting in April based on our per-diem policy was over \$2,000.

Erin added a staff salary increase that the Personnel Committee may consider based on a performance evaluation. Mark indicated that the Personnel Committee met and will schedule another meeting to discuss.

Earnings on the endowment fund for 2026 are estimated at \$100K.

If we receive legislative proposals with a fiscal impact, we will need to update the budget. As of now, no legislative proposals have been submitted with a fiscal impact.

The budget funds everything we usually fund, plus additional funding for Outreach Athletes.

Derek asked about the reduction in Age Group Zones lodging from \$30,000 to \$16,000. Erin noted that the actual expense this year was \$14,000 so the reduction was based on actual costs for 2025. The team will stay at the same hotel in 2026. Jennie Lou was again recognized for doing a great job with the Zones budget.

Derek mentioned adding coach reimbursements for ASCA and other coaching clinics and increasing the budget from \$8,000 to \$10,000 for the Coach committee.

Mark did not feel that clubs would take advantage of the Safe Sport grant support based on the amount and would rather see that money spent on a Safe Sport clinic or assessed to the Coach Committee.

A motion was made by Jennie Lou and seconded by Garrett to adopt the budget as presented. Cody made a motion and Derek seconded to increase the proposed Coach Committee budget to \$10,000. **Motion to amend passes.** Marc noted a math error in the 61100 subtotal, which was corrected (and didn't impact the overall numbers). **Motion to adopt the amended budget passes.**

4. Board Reports- Discussion/Approval

Reports were submitted by the Officials Chair, STaR Committee Chair, and Treasurer. There was no discussion on the reports.

5. Proposal for Barbados Open Water event to be sponsored by STX (sent by Adam Depmore, proposal is attached)

The proposal was received from Adam Depmore of LSAC. He has taken swimmers to this event previously and wants to make this an LSC team travel trip. His estimated cost for the trip is \$15,000 for eight athletes and four coaches. The BOD had concerns about overseas travel to an event that is not sponsored by USAS, with regard to member safety and insurance. The BOD was also concerned about how selections would be made to ensure a fair process for the entire LSC. BJ noted that STX has declined to sponsor swim meets in the past that were not USAS events and was concerned about supporting an open water event not sponsored by USAS. The BOD did not act on the proposal.

6. Proposed changes to the STX Sanctioning Policies & Procedures (Jessica)

There was a motion from BJ and a second from Cody to adopt the updates proposed by Jessica (Sanctions Chair), to support competition opportunities for our athletes and to remove barriers for meet hosts, with immediate effect. **Motion passes.**

- Updates from the August 2025 BOD approval to eliminate splash fees and to increase LSC sanction fees
- Elimination of HOD attendance as a requirement for sanctioning swim meets to encourage clubs to host meets
- Elimination of requirement for clubs to have Safe Sport Recognition to sanction meets
- Elimination of the requirement that prohibits meets with conflicting time standards from occurring on the same weekend as LSC championship meets to promote additional meet opportunities for our athletes and also to avoid scheduling issues for clubs (also supported by Senior Vice Chair and Championship Meet Committee)
- Matching USAS rules allowing three officials for dual, intrasquad, and development meets (also supported by Officials Chair)

- Changing the requirement for bid meets to be completed and returned for sanctioning within seven days of receipt (instead of by April 30/November 30) to avoid penalties (also supported by Senior Vice Chair and Championship Meet Committee)

7. October HOD meeting update (Jessica/Trey/BJ)

The nominations slate has been posted to the website, with two positions with no nominee (Senior Vice Chair and Coach Rep). Athlete elections are open now and will close September 24. We have received three bids for championship meets: SC B Champs North, SC STX North, and LC STX. The Championship Meet Committee invited 310 STX coaches via direct email to attend a meeting to discuss the proposed changes for the 2026 season and there were no coaches in attendance. The plan was approved and is posted on the website.

Jessica is requesting funding for voting support at the HOD meeting using a new platform. The estimated cost is \$800 per meeting as determined by the number of motions and the number of voting delegates. The system will text voting credentials to delegates, which should reduce the risk of proxy voting. All voting takes place on the platform once the delegate logs in. We can also use this system for the Officials Chair election and possibly for the Athlete Rep election. This system would eliminate having to rely on a third party to manage our voting and will be less expensive than what has been used in the past.

The form for collecting delegates will be sent to clubs and the deadline will be seven days prior to the meeting, with no changes allowed after registration closes due to the time involved in confirming USAS membership for voting delegates, coordinating a hybrid meeting (remote and in-person attendees), and managing a separate voting platform.

8. USAS Annual Business Meeting update (Jessica)

- Marcy Parshall will be attending instead of Derek Howorth and Marcy has been registered with USAS as a nonathlete coach voting delegate for STX.
- Maureen Helm will be attending from the Officials Committee as part of the Officials Track (recommendation from Marc Digby and travel approval by Mark Parshall).
- Our three Athlete reps were invited but elected not to attend.

9. STX Athlete Leadership Summit update (Angie/Athlete Reps)

Libby reports that t-shirts have been made and the food has been ordered and the location is ready to go. We have about 50 participants with a few days left to register,

representing 15 clubs. Angie reached out to clubs to invite them to send an athlete. Registration will close at 60 athletes or on September 16.

10. New Business

Garrett requested adding Jayden Phan (TXLA) as an Athlete member to the Finance Committee. The BOD consents.

The Lifetime Achievement Award has been submitted to USA Swimming and the award has been ordered.

Meeting adjourned at 8:58pm.

Email vote 9/12/25 Motion (below) from Mark, second from BJ. Eight responses in favor and four board members not responding. **Motion passes.** The amended budget is attached.

The budget that the BOD approved at the meeting on Sep 9 did not include any amounts for a scheduled withdrawal from the endowment or any projected earnings from the endowment.

Those amounts have been added to this copy of the budget, based on past budgeted amounts for withdrawals and projected earnings.

I make a motion to accept changes to the budget “scheduled withdrawal from the endowment or any projected earnings from the endowment.”



South Texas Registration <registration@stswim.org>

Coach Clinic (USAS) - Funding Request

16 messages

Mark Parshall <generalchair@stswim.org>
To: Board of Directors <stsbod@stswim.org>

Mon, Aug 18, 2025 at 2:14 PM

All,

I make the motion that:

Motion:

To support our Coach members who are seeking educational opportunities in swimming, STX will fund \$300 for up to 10 coaches to assist with the \$400 registration fee for the USA Swimming Coach Development Academy ([link here](#)), October 30 to November 2, in Colorado Springs. Eligible coaches must be current Coach members of STX with at least 12 months and at most 30 months of coaching experience (based on registration dates in SWIMS), who are currently employed by a STX member club (and not "unattached") with an expectation of continued employment as a coach through 2026, and from teams designated as small or medium in size as designated by the STX Coach of the Year nominations. Applications for grant assistance shall be submitted using the designated form and will be processed in the order received until all 10 grants have been awarded.

Payments of \$300 will be made to coaches upon submission of a confirmation of registration for the academy and receipt showing payment to USA Swimming.

Coaches will need to pay their own travel expenses.

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Mark Parshall

General Chair

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E: generalchair@stswim.org

www.stswim.org

Jennie Lou Leeder <agegroupchair@stswim.org>
To: Mark Parshall <generalchair@stswim.org>
Cc: of Directors Board <stsbod@stswim.org>

Mon, Aug 18, 2025 at 2:27 PM

I second Mark's motion.

Thank you,
Jennie Lou

Sent from my iPhone

On Aug 18, 2025, at 2:14 PM, Mark Parshall <generalchair@stswim.org> wrote:

Championship Meet Committee Meeting

August 21, 2025

Proposed STX Championship Meet Formats and Target Dates

There will be a meeting on September 4 at 8:00pm for STX coaches to provide feedback on the changes listed below before this is submitted as a legislative motion at the House of Delegates meeting on October 5. (Parents and athletes are not eligible to join this call.) All changes listed are proposed at this time and subject to approval by the HOD. You can join this meeting via Zoom:

Championship Meet Committee

Topic: Championship Meet Committee

Time: Sep 4, 2025 08:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95099605859?pwd=ERuTx55DH9mMnCSSw0Yk59BVtmnJaC.1>

Meeting ID: 950 9960 5859

Passcode: 250182

One tap mobile

+13462487799,,95099605859#,,, *250182# US (Houston)

+12532158782,,95099605859#,,, *250182# US (Tacoma)

General Changes to STX Championship Meets:

- There will be one entry deadline of noon on the Monday prior to the meet. **Rationale:** To reduce the amount of work required for both teams and meet hosts to manage entries using two entry deadlines.
- The 15-18 age group will be combined and will use the 15-16 meet time standard consistently across all STX championship meets. **Rationale:** To increase participation for 17-18s.
- The Championship Meet Committee will propose legislation at the HOD meeting to remove the requirement preventing STX sanctioned meets to occur on the same weekends as an LSC championship meet with the same time standards. **Rationale:** Clubs are using Block Party sanctions to host meets with no time standards on championship meet weekends as a work-around so we have no way to enforce this rule. Our LSC wants to promote competitions for all athletes.

Comments:

- The “target dates” included below are based on the dates for TAGS, Sectionals, and high school championship meets. These target dates are *ideal dates* and are dependent on facility availability for large competitions in the LSC.

- For planning purposes, please check the [STX meet calendar](#) for scheduled meets received from hosts and for meets already sanctioned, high school championships, and USAS/TAGS championships. (You can add your club's meets to the calendar using [this form](#).)
- Bids for 2026 STX Championship meets are now being accepted. Clubs interested in hosting should complete the championship meet bid form posted [here](#) by October 1. Bids will be posted on the [STX meet calendar](#) as they are received.
- Controlling the meet size is a consideration as it relates to timelines and facility availability and capacities.
- B Champs will continue as a timed finals meets. All other meets (STX, STAGS, and Senior Champs) will continue as prelims/finals meets.
- Athletes with disabilities may enter all LSC championship meets using the P1, P2, or P3 parallel time standards. (All time standards can be found [here](#).)
- The goal is to promote championship meets for developmental to highly competitive athletes to promote athlete development, retention, progression, and success.
- For meets that will be split North and South (to control meet sizes), the proposed zones are below, to balance the meets with an equal number of athletes as much as possible. In 2025, these same alignments provided zoned meets of equal size. Once approved by the HOD, all teams and all locations of teams will be restricted to entry for the zoned meet only so we can meet the goal of balanced participation.
 - **North Zone:** AQTX, CAA, CCSS, COTA, FISH, HCA, LIFE, LSAC, NTRO, PFPF, PLAT, RUSH, SGA, TEXE, TST, TXLA, WLOO, WWW, UN athletes living in North zone
 - **South Zone:** AAAA, ASC, BAS, BEAQ, C3S, CCLR, CLAN, CLOV, HILL, HOT, HPAC, MMA, MSC, MVSC, SASA, SEAL, SRG, STSA, SYS, TCA, VTAC, VTX, WAVE, WEST, WOW, WWAC, YMCA, UN athletes living in South zone

2026 Proposed Short Course Championship Meet Changes

SC B Champs -

- No changes to 2025 meet format or events, will still split North and South.
- Option for the meet host to run this meet as a 2.5 day meet (instead of a 2 day meet) with distance events on Friday.
- Use 15-16 B time standard for all athletes ages 15-18 and continue to combine 15-18s for competition and awards.
- Qualifying times:
 - One provable B time to enter the meet
 - Up to two bonus events with provable times slower than B
 - Seven total events including any bonus and time trial events
- Target dates:
 - Any date in January

SC STX Champs -

- No changes to 2025 meet format or events, will continue to split North and South.
- Use 15-16 BB time standard for events and 15-16 B time standard for bonus events for all athletes ages 15-18 and continue to combine 15-18s for competition and awards.
- Qualifying times:
 - One provable BB time to qualify for the meet
 - Up to two bonus events with provable B times
 - Seven total events including any bonus and time trial events
- Target dates:
 - 1/23-25
 - 1/30-2/1
 - 2/6-8
 - 2/13-15

SC STAGS -

- No changes to age groups or to 2025 event time standards and meet format. This will continue as a 14&Under meet.
- Confirm number of heats in finals:
 - 10&U - 2
 - 11-12 - 3
 - 13-14 - 3
- Qualifying times:
 - At least one provable A or faster time to qualify for the meet
 - Up to two bonus events with provable BB times
 - Seven total events including any bonus and time trial events
- Target dates:
 - 2/20-22

SC Senior Champs -

- No changes to 2025 event time standards or meet format.
- Change this meet's ages from all ages to 13-18. **Rationale:** Feedback from athletes and coaches was not supportive of younger athletes being included in a "senior" meet.
- Use 15-16 A and faster time standard for all ages and 15-16 BB time standard for bonus events for all ages.
- Confirm number of finalists in finals - 40 athletes back to finals
 - 4 or 5 heats depending on the number of lanes (4 heats x 10 lanes or 5 heats x 8 lanes)
- Finals will qualify only by time (and will not have finals based on swimmer age).
- Qualifying times:
 - At least one provable 15-16 A time to qualify for the meet
 - Up to two bonus entries with provable 15-16 BB times
 - Seven total events including any bonus and time trial events
- Target dates:
 - 2/27-3/1

Other Important information

- TAGS - March 6-9 - Mansfield
- Sectionals - March 6-9 - Justin

2026 Proposed Long Course Championship Meet Changes

Summer B Champs -

- Offer SCY timed finals meet for B swimmers. **Rationale:** To add a championship meet for athletes finishing summer league and for developmental athletes to promote retention of these athletes in the sport and through the summer months and into the fall. Moving B swimmers from the LC STX meet to their own meet will also serve as a way to control the LC STX meet timelines.
- One location (not North/South).
- Will include the same events and on the same days as the SC B Champs meet.
- Option for the meet host to run this meet as a 2.5 day meet (instead of a 2 day meet) with distance events on Friday.
- Sessions will be conducted by age group (10&U, 11-12, 13-18) to promote short timelines.
- Use 15-16 B time standard for all athletes ages 15-18 and continue to combine 15-18s for competition and awards.
- Qualifying times:
 - One provable B time to enter the meet
 - Up to two bonus events with provable times slower than B
 - Seven total events including any bonus and time trial events
- Target dates:
 - Any time late June or early July

LC STX Champs -

- No changes to 2025 meet format or events and will be conducted at a single location.
- Use 15-16 BB time standard for events and 15-16 B time standard for bonus events for all athletes ages 15-18 and continue to combine 15-18s for competition and awards.
- Change bonus limit to 3 bonus events for the meet. **Rationale:** The 2025 meet included one BB cut and up to 6 bonus "B" events, which caused long timelines. More than 50% of the entries at the meet were B times.
- Qualifying times:
 - One provable BB time to qualify for the meet
 - Up to three bonus events with provable B times
 - Seven total events including any bonus and time trial events
- Target dates:
 - June 26-28
 - July 17-19

LC STAGS -

- No changes to age groups or to 2025 event time standards and meet format. This will continue as a 14&Under meet.
- Confirm number of heats in finals:
 - 10&U - 2
 - 11-12 - 3
 - 13-14 - 3
- Qualifying times:
 - At least one provable A or faster time to qualify for the meet
 - Up to two bonus events with provable BB times
 - Seven total events including any bonus and time trial events
- Target dates:
 - July 9-12

LC Senior Champs -

- No changes to 2025 event time standards and meet format.
- Change this meet's ages from all ages to 13 and over (allowing college students to compete). **Rationale:** To make this a "true" senior meet and to address feedback from athletes and coaches that having younger athletes at the meet did not promote a "true" senior championship.
- Use 15-16 A and faster time standard for all ages and 15-16 BB time standard for bonus events for all ages.
- Confirm number of finalists in finals - 40 athletes back to finals
 - 4 or 5 heats depending on the number of lanes (4 heats x 10 lanes or 5 heats x 8 lanes)
- Finals will qualify only by time (and will not have finals based on swimmer age)
- Qualifying times:
 - At least one provable 15-16 A time to qualify for the meet
 - Up to two bonus entries with provable 15-16 BB times
 - Seven total events including any bonus and time trial events
- Target dates:
 - July 24-26

Other Important information

TAGS - July 23-26 - TAMU

Sectionals - July 9-12 - UT



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

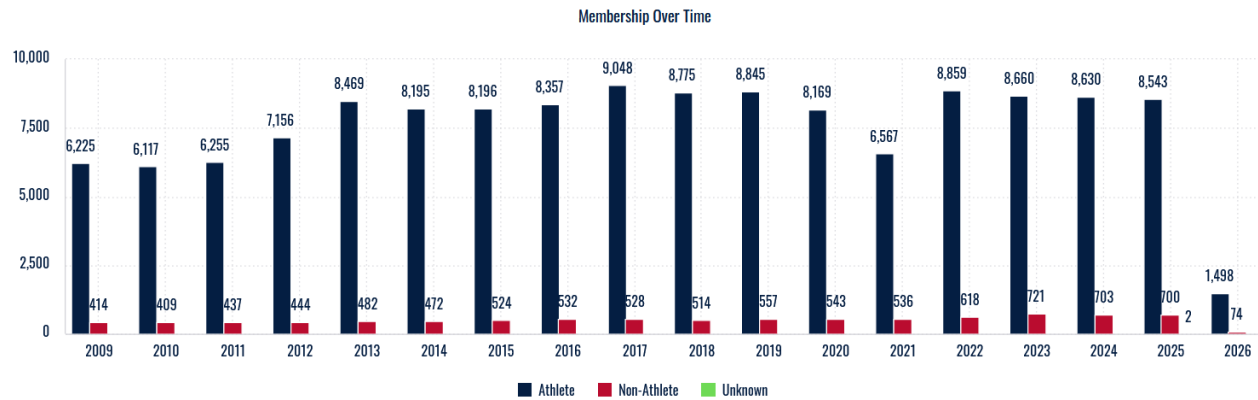
Meeting Date: Sep 9, 2025

1. Meeting or Event Attended

- USA Swimming appeal notification meeting
- STX August Board of Directors meeting
- Finance Committee meeting (8/20)
- Championship Meet Committee meetings (8/21 & 9/4)

2. Current STX Registration Statistics

- Membership trends over time (since 2009) as of 9/8/2025 for total number of Athlete and Non-Athlete members:



b.



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

Meeting Date: Sep 9, 2025

- c. LSC registration transaction summary and revenue for **August 2025**
(202508 column):

				202508		Total	
Season	Category	Registration Type	Transaction Type	Count	Amount	Count	Amount
2025	Athlete	Premium Athlete	Cancel	-3	(\$60.00)	-3	(\$60.00)
			New	5	\$100.00	5	\$100.00
			Renew	3	\$60.00	3	\$60.00
		Flex Athlete	Cancel	-3	(\$30.00)	-3	(\$30.00)
			New	5	\$50.00	5	\$50.00
		Total		7	\$120.00	7	\$120.00
	Non-Athlete	Coach	New	8	\$160.00	8	\$160.00
		Administrator	Renew	1	\$0.00	1	\$0.00
		Total		9	\$160.00	9	\$160.00
Total				16	\$280.00	16	\$280.00

- d. **August 2025** meet statistics for STX sanctioned meets. STX only had two Block Party meets held in August (BEAQ, WLOO). Those meets are sanctioned by USAS and STX receives no revenue from these meets. Estimated sanction and splash fees revenue loss to the LSC for the 2025 membership year (9/1/24 - 8/31/25) from Block Party meets is **\$16,461.25** plus fees for six Block Party meets that were not uploaded to SWIMS by the hosting team. Loss of splash fees for the LSC as a result of the HOD vote to eliminate splash fees for championship meets is \$15,362.50 for the short course season and \$8,910.00 for the long course season. **Total loss of splash fees since 9/1/24 is \$40,733.75.**



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: Sep 9, 2025

3. Previous Month's Accomplishments

- a. Sanctioned 12 meets in August and loaded to ST website, SWIMS, and OTS.
- b. Loaded six observed meets to SWIMS for results. Updated Observed Meets page on the STX website to display meets approved for observation.
- c. Assisted with 1,068 member and club requests via email. This includes assistance with registration, renewal, APT issues, certification updates for coaches, sanction questions and requests, SWIMS login issues, club portal issues, and updates in SWIMS for name, date of birth, club affiliation, contact information updates, and general assistance.
- d. Posted the draft meeting minutes for the August BOD meeting and finalized and posted the approved meeting minutes for the July BOD meeting.
- e. Created the BOD meeting packet for the September BOD meeting and managed preparing the meeting agenda and posted.
- f. Ongoing support to the DEI Chair and Athlete Committee with registration forms, social media posts, and website updates for the STX Athlete Leadership Summit.
- g. Posted the slate of nominations for the Board of Directors for the Governance Committee. Prepared HOD agenda for review and posted.
- h. Set up the Athlete Election form and sent voting information to clubs. Posted on social media and on the STX website. Verifying eligibility of votes as they are cast.
- i. Created and posted the 2026 LSC championship meet bid form and notified clubs. Posting bids as they are received to the HOD page for review. Adding bid meet dates to the planning calendar for visibility.
- j. Updated the STX planning calendar with STX meets submitted by clubs, and national-level meets, TAGS, and Sectionals for planning purposes.



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: Sep 9, 2025

- k. Created and posted/promoted the grant application form for coaches attending the USA Swimming Coach Development Academy.
- l. Updated the New Officials web page for the Officials Committee to include new information for officials. Updated the list of national meet applications to officiate.
- m. Support to Officials Chair/Committee regarding a proposed Deputy Officials Chair position.
- n. Updated the STX Policies & Procedures for updates from the August 2025 Board of Directors meeting.
- o. Updated the Sanctioning Policies & Procedures for BOD review at the September 2025 meeting.
- p. Assisting with a request from an athlete member for an accommodation waiver with the National Officials Committee and National DEI committee.
- q. Sending email reminders to all 2025 athletes who attended national meets during the 2025 long course season with a reminder to apply for financial assistance by the September 15 deadline.
- r. Working with the Treasurer to provide registration details for athletes, coaches, and officials applying for national meet financial assistance and Outreach Athlete meet reimbursements.
- s. Assisting the Finance Vice Chair with data collection for the 2026 STX budget.
- t. Cleared the STX error holding tank in SWIMS for meets hosted by STX.
- u. Renewed STX Life members in SWIMS for 2026.
- v. Posted 10 updates to STX social media accounts:
 - i. Quotes from STX graduating seniors (4 posts)
 - ii. Recognizing RUSH for Safe Sport Recognition
 - iii. Vote now for Athlete Rep



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

Meeting Date: Sep 9, 2025

- iv. Athlete Leadership Summit reminder and open to 13&older
- v. In Remembrance of Aubrey Knapper, Brady Harris
- vi. Athlete Leadership Summit reminder and teams represented
- vii. Athlete Leadership Summit registration reminder & information
- viii. Safe Sport post
- ix. National meet financial assistance request reminder including eligible meets
- x. Records updated for August
- w. Newsletters sent to teams in August to increase LSC communications:
 - i. Registration reminders & STX sanction and membership fee changes
 - ii. Requests for 2025-26 meet schedules and requests for championship meet bids
 - iii. Coach the Year Nominations reminder (sent to all STX coaches via MailChimp for Marcy Parshall)
 - iv. Coach grant applications for USAS Coach Development Academy open for small/medium sized clubs
 - v. Update to coach grant applications to include all STX coaches/all clubs
 - vi. Promoting support from STX Officials Committee to recruit new officials (sent for Officials Committee)
 - vii. Reminder to clubs to confirm 2026 membership offerings prior to 2026 registration season opening
 - viii. Proposed updates for STX Championship meets for 2026 (sent for Championship Meet Committee) with notification of Sep 4 meeting to discuss (sent to clubs and directly to all STX coaches via MailChimp)
 - ix. Important Updates & Reminders (8/29/25)
 - x. Registration and transfer tips and reminders for clubs



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

Meeting Date: Sep 9, 2025

- xi. Athlete Leadership Summit Clinic registration reminder and opening for all STX athletes ages 13 & older
- xii. Voting open for STX Athlete Representatives
- xiii. Athletes/Nonathletes not in good standing reports (8/26/25)
- xiv. Updated records for August

4. Ongoing Work

- a. Reminders and offering assistance to athlete and nonathlete members not in good standing or with initial registration requirements
- b. Meet recons and assistance with clearing swimmers to compete
- c. Updated the online officials roster to show current certification dates for officials
- d. Updates to the STX website
- e. Adding meets submitted by hosts to add to the STX Meets Calendar
- f. Contacting UN members who do not live in the STX geography
- g. Contacting new nonathlete members when they register to assist with registration requirements
- h. Produced monthly reports for the Treasurer showing registrations, payments, and billing
- i. Managed support tickets for members experiencing login, certification, and other issues with their member accounts
- j. Reminders to clubs to submit meet financial summaries
- k. Posting committee meetings on the LSC calendar and sending Zoom information

5. Other

- a. Managing House of Delegates meeting planning and posting of information.



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

Meeting Date: Sep 9, 2025

- b. Research for a meeting/election voting system to use at HOD meetings and for Officials and Athletes.
- c. Creating the HOD voting delegates form and updating to collect information required by the proposed voting system requirements.



This report covers activity in May-Aug 2025

A. Monthly Highlights

1. Proposed legislation to add Deputy Officials Chair elected position
2. Presented STX LSC Evaluation process at National Officials Chairs Quarterly meeting on 7/2

B. Meetings or Events Attended

- 1.

C. Meetings or Events Presented

1. LSC CJ clinic on 5/14
2. LSC MR clinic on 5/15
3. LSC national meet participation webinar on 5/28
4. Presented STX LSC Evaluation process at National Officials Chairs Quarterly meeting on 7/2

D. Accomplishments

1. Proposed legislation to add Deputy Officials Chair elected position
2. Completed annual update of LSC evaluation criteria
3. Hosted 3 clinics/webinars for LSC officials (see below)
4. Presented STX LSC Evaluation process at National Officials Chairs Quarterly meeting on 7/2
5. Added Junior Officials information page to LSC website
6. Updated New Officials web page on LSC website
7. Secured national evaluator for LC Sectionals 2026
8. Exploring option to host LSC-wide in-person officials clinic on Oct 4
9. Nominated STX official (Trey Prinz) for Southern Zone Officials Coordinator

E. Current Month's Action Plan

F. Other Discussion Items



Officials Committee Report
Submitted by Marc Digby, Officials Committee Chair
Meeting Date: Jun 9, Jul 22, Sept 2, 2025

1. Put effort associated with meet scheduling tools “on hold” for now.
Implementation and requirements both immature.

Monthly Committee Meeting notes are attached for reference



Officials Committee

June 9, 2025

South Texas Swimming

Agenda



- *Quick* update from the subteams...
- Recommendation for Officials Chair
- Suggestions for monthly email

Subteam quick update



Recruiting: on hold, pending leadership...Scott reached out to smaller teams, with hopes of getting some "come speak to us this Fall"

Continuing Education (Trey/Maureen):

LSC Eval/Advancement (Maureen/Tom): working thru all positions, revision largely done for all except AO, will share with committee

Junior Officials (Caitlyn/Jett/Matilda): stuff ready for website publishing, Digby action. Next steps are to work a couple specific teams.

Meet Staffing Tools (Steve/John): team met, expecting progress by next month ('basket of fun')

National Meet Engagement (Heidi/Tom/Chad): Held an LSC clinic, went well

OQM (Lorna/Steve): done for LC, following up with evals about travel

New Official Orientation (Scott/Heidi/Arthur): stuff ready for website, Digby action

Reward/Recognition (John/Monica):

OW (Chad/Arthur): OW nats scheduled, so we can schedule around that

STX Officials Chair Election



Goals: Additional dedicated staff at the position (and access to OTS).

Continuity/Succession/Transition improvement.

Proposal for consideration:

- Add a formal committee position for “next person to be chair”, e.g. Deputy Chair or Assistant Chair or something
- Position is elected by all Officials, same way OC is now
- Position is elected 12 months earlier
- OC is no longer elected, the “next person” automatically promotes after 12 months
- See next page for possible options

STX Officials Chair Election



Option A “Internship”: **Elect** every 2 years for a 3-year term

Pro: Good transition

Con: 3 years is a long commitment. OC “lonely” every other year

Option B “Ease In & Out”: **Elect** every 2 years for a 4-year term

Pro: *Great* transition, always 2 people

Con: 4 years is a *very long* commitment

Option C “Junior/Senior”: **Elect** every year for a 2-year term

Pro: Good transition. Reasonable term length.

Con: Only 1-year for each OC to be “in charge”...might be hard to “realize one’s vision”. A lot of elections. Could be a lot of churn for the LSC if OCs were dissimilar.

Digby to write up a “Option B w/ caveats for burn-out/lazy” and send to Committee and Governance for review.

		24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
A	Officials Chair	Digby	Digby	Next1	Next1	Third1	Third1	Fourth1	Fourth1
	Assistant Chair		Next1		Third1		Fourth1		Fifth1
B	Officials Chair	Digby	Digby	Next1	Next1	Third1	Third1	Fourth1	Fourth1
	Assistant Chair		Next1	Digby	Third1	Next1	Fourth1	Third1	Fifth1
C	Officials Chair	Digby	Digby	Next1	Third1	Fourth1	Fifth1	Sixth	Seventh
	Assistant Chair		Next1	Third1	Fourth1	Fifth1	Sixth	Seventh	Eighth

Other items?



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

- Updates to new official orientation material, if published

- Updates to JO material on website, if published

- Champ meets

- Updates to eval criteria maybe...

Summary



Attended: Marc Digby, Scott Allen, Lorna Anaya, Chad Capps, Maureen Helm, Steve Mandacina, Arthur Scott, Monica Thomason, Caitlyn Vandermeer

Not Present: John De La Rosa, Matilda Gonzales, Heidi Hornik-Parsons, Trey Prinz, Jett Pittman, Tom Schultz

Decisions:

Actions/Assignments:

- Digby to start pushing New Official and Junior Official web material to Jessica to publishing
- Maureen to share updates to evaluation criteria with the team, as available
- Digby to write draft of new Officials Chair legislation, and forward to team and get with Governance for review
- Scott to look pretty (stretch goal)

Notes:

Next meeting: Tuesday, July 22, 8pm (6 weeks from now, after Senior Champs)



Officials Committee

July 22, 2025

South Texas Swimming

Agenda



- Summary of LSC Cert presentation at OC quarterly
- *Quick* update from the subteams...
- Suggestions for monthly email
- Steve (if available) to talk briefing about officials “summit” ideas

Subteam quick update



Recruiting: on hold, pending leadership

Continuing Education (Trey/Maureen):

LSC Eval/Advancement (Maureen/Tom): See previous slide

Junior Officials (Caitlyn/Jett/Matilda): New web page published!

Meet Staffing Tools (Steve/John): On pause, tools not ready to move forward

National Meet Engagement (Heidi/Tom/Chad):

OQM (Lorna/Steve):

New Official Orientation (Scott/Heidi/Arthur): stuff ready for website, Digby action (**still, as of 7/22**)

Reward/Recognition (John/Monica):

OW (Chad/Arthur):

Subteam quick update (OLD)



Recruiting: on hold, pending leadership...Scott reached out to smaller teams, with hopes of getting some "come speak to us this Fall"

Continuing Education (Trey/Maureen):

LSC Eval/Advancement (Maureen/Tom): working thru all positions, revision largely done for all except AO, will share with committee

Junior Officials (Caitlyn/Jett/Matilda): stuff ready for website publishing, Digby action. Next steps are to work a couple specific teams.

Meet Staffing Tools (Steve/John): team met, expecting progress by next month ('basket of fun')

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OQM (Lorna/Steve): done for LC, following up with evals about travel

New Official Orientation (Scott/Heidi/Arthur): stuff ready for website, Digby action

Reward/Recognition (John/Monica):

OW (Chad/Arthur): OW nats scheduled, so we can schedule around that

Other items?



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

- Updates to JO material on website

- Clarification of no show penalties

- Review of STX national evaluation progress and suggestions

- Updates to new official orientation material, if published (**not this time**)

Summary



Attended: Marc Digby, Scott Allen, Lorna Anaya, Maureen Helm, Steve Mandacina, Jett Pittman, Tom Schultz, Monica Thomason, Caitlyn Vandermeer

Not Present: Chad Capps, John De La Rosa, Matilda Gonzales, Heidi Hornik-Parsons, Trey Prinz, Arthur Scott,

Decisions:

Actions/Assignments:

- Digby to start pushing New Official web material to Jessica to publishing
- Digby to write draft of new Officials Chair legislation, and forward to team and get with Governance for review

Notes:

Next meeting: TBD



Officials Committee

September 2, 2025

South Texas Swimming

Agenda



- New Deputy Official Chair proposal update
- Web page update
- Committee membership
- Suggestions for monthly email
- Steve to discuss LSC Officials Clinic

Deputy Officials Chair Proposal



One change: After USAS rules review, vacancy CAN'T be filled by appointment, so it will be filled by ASAP election. Otherwise, no changes since Rev 4 doc.

Any questions?

Committee support?

Web page update



New Officials web page has been updated with graphic and FAQs, incorporating input from Scott's team, and the document Jett did previously.

Jessica is still making a few “rearranging” edits, but otherwise it’s done.

Please review when convenient, and send me any feedback about anything you see wrong/bad/missing.

Committee membership



Would normally do some changeover this time of year, but...

Since this term now ends in Spring (instead of next Fall), plan to mostly keep membership the same, except...

If you want a break, send me a message.

Some officials have asked to join, so I will likely ask 1 or 2 people to if they want to take a break to make some room.

There will be a new Chair in April-ish, and he/she will have the option to adjust the Committee makeup then.
We generally want to encourage broad participation across the LSC.

LSC Officials Clinic



<Steve>

Each fall the officials in San Antonio gather for a morning to host a ST clinic, review any rule changes, discuss registration for USA-S and UIL, and talk a bit about general USA-S and UIL rules/meets/STSwim.org/etc. It not only provides a recruiting opportunity for new officials, but also a chance for officials to socialize a bit.

With the changes last year on how we provide ST clinics (online now), our annual gathering changed a bit. This year, I've been socializing an idea that I'd like to share with the Committee and get feedback and to include suggestions on the agenda.

The idea is:

- Swim meet Saturday, October 4 at the Walker Pool in San Antonio
 - Entries limited to children of officials and AAAA host
 - Potentially ask if LSC will cover entry fees for official's kids
 - Swim meet limited to 3 hours
 - (this host normally swims a season opener intrasquad meet with 50s & 100s of each stroke, and 200 IM)
- After swim meet we host a seminar with elective breakout sessions that are designed to be simple enough for the new official, but veteran officials also get something out of attending.
 - Welcoming (during lunch?)
 - To include introductions, registration process for USA-S (and perhaps UIL)
 - Online resource locations
 - Advancement process & proficiency sign off review
 - Break out into different tracks that officials can sign up for. Perhaps each one lasts about 30 minutes. Divide the group into a number of officials who rotate through the different tracks. We can recruit a track lead to host each track, perhaps an n3 or national level evaluator can step up to lead that track
 - ST: Review protocols, practice backstroke ledges (this pool has the removeable kind, and this pool is hosting regionals, TAPPS State and 4A State—so will be a good practice if officiating any of those)
 - SR: practice on the Omega System TYM
 - CJ:.....(I have some ideas about this & DR, but we can build this out with a track lead) maybe a basic and an advanced track for CJ?
 - DR:.....Positioning, confidence, working with coaches, reswims, delays, etc
 - MR:.....(I think it would be a good idea to have a break out to talk about tips & tricks of MR at championship level meets)
 - AO: maybe review preim/final/DFS/etc....
 - Time won't allow to attend each one, but perhaps the official select 4 tracks.
- After the seminar thinking about a social/dinner
- The Sunday after this meet/seminar is the HoD at the Walker pool. Thinking this would be a good time because there could be several officials already coming into down for that.

There was a suggestion about having the swim meet divided into two smaller sessions, and the seminar can be going on at the same time. That way, officials can come for just am or pm, or both if they want to get more tracks in. I'm sharing because it was suggested, but the meet host wasn't as thrilled about it having two sessions (I think they have water polo stuff to do in the afternoon at another location). But, I wanted to share...if we did that, perhaps the sessions are like 2 hours long.

Would love some general thoughts & feedback.

Other items?



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

- Updates to New Official on website

- 2026 Registration and reimbursement

- Survey about LSC clinic on Oct 4

- Review of STX national evaluation progress and suggestions

Summary



Attended: Marc Digby, Scott Allen, Lorna Anaya, Chad Capps, Maureen Helm, Steve Mandacina, Jett Pittman, Trey Prinz, Tom Schultz, Monica Thomason, Caitlyn Vandermeer

Not Present: John De La Rosa, Matilda Gonzales, Heidi Hornik-Parsons, Arthur Scott

Decisions: Support Deputy Officials Chair Proposal (8 votes in favor, including one via email)

Actions/Assignments:

- **Everyone:** Send a note to Steve about your availability to commit to helping at the proposed LSC clinic on Saturday, Oct 4 in San Antonio
- **Everyone:** When convenient, take a look at the New Officials web page, and send Marc any feedback

Notes:

Next meeting: Tuesday, Oct 7, 8pm (a few days after HoD...unless we are all tired then)

Proposal: Sending Athletes & Coaches to the Barbados Open Water Festival

Overview

Adam Depmore proposes sending **eight athletes** and **four coaches** to represent our program at the **Barbados Open Water Festival** this November. This international competition provides athletes with invaluable open water racing experience, cultural exposure, and the chance to elevate our program's profile on a global stage, while also ensuring strong coach-to-athlete support.

Event Details

- **Event:** Barbados Open Water Festival
- **Location:** Carlisle Bay, Bridgetown, Barbados
- **Dates:** November (3 days)
- **Format:** Multiple distance races (1.5K, 3.3K, 5K, 10K), clinics, and international competition exposure

Selection Process

Athletes will be selected for this international opportunity through a **performance-based and age-appropriate process** designed to ensure both readiness and competitive potential:

- **Age Requirement:** Athletes must be **15-18** at the time of the event.
- **Performance Requirement:** Selection will be based on results from the **previous competitive season in the 1650 freestyle**, emphasizing endurance and pacing ability.
- **Additional Considerations:** Training consistency, sportsmanship, and ability to represent South Texas Open Water program with excellence will also be factored into the final selection.

Two (male and female) coaches will be sent to lead each group while including a young coach (under 25) and a team manager. This process ensures that athletes and coach chosen for the Barbados Open Water Festival are both **physically prepared** for the demands of open water competition and **mentally ready** for the international experience.

Rationale

Participation in the Barbados Open Water Festival directly supports our **athlete development model** by:

- Offering **world-class racing opportunities** in open water.
- Providing **international exposure** to training and competition standards.
- Developing athlete independence, resilience, and cultural awareness.
- Reinforcing **South Texas culture** through shared travel experiences.
- Ensuring athlete safety and guidance with a **2:1 athlete-to-coach ratio**.

Travel Group

- **Athletes:** 8, selected through the above process.
- **Coaches:** 4, to ensure proper athlete management, safety, and technical support.

Budget Estimate

Lodging Assumptions

- **Double occupancy rooms** (2 people per room)
- **Total travelers:** 12 (8 athletes + 4 coaches)
- **6 rooms needed** for 3 nights

Expense Category	Cost Per Person	Total (12 Travelers)
Airfare (round-trip)	\$800	\$9,600
Accommodation (3 nights, shared)	\$225 (avg.)	\$2,700
Meals	\$60/day = \$180	\$2,160
Event Entry Fees	\$100 (athletes only)	\$800
Ground Transportation	—	\$200 (total)
Misc. (gear, insurance)	—	\$0
Total	—	\$15,460

Note: Costs are estimates based on group bookings and shared accommodations. Final expenses may vary depending on airfare and hotel rates at time of booking.

Funding Options

Funding can be achieved through a mix of:

1. **Budget allocation**
2. **Parent/athlete contributions**
3. **Targeted sponsorships and fundraising** (corporate logos on team gear, social media/website recognition, trip recap event).

Expected Outcomes

- Athletes gain **international racing experience** against elite open water swimmers.
- Coaches strengthen open water **safety, preparation, and race strategy** support.
- Increased visibility and credibility for South Texas's Open water program.
- Development of **resilience, leadership, and cultural awareness** in athletes.
- Stronger community recognition of the commitment to providing world-class opportunities.

Next Steps

- Secure funding approval at HOD meeting.
- Finalize athlete roster based on **selection process**.
- Confirm coaching assignments.
- Book flights and accommodations (group discount opportunities).
- Begin athlete preparation and orientation.

South Texas Swimming, Inc. PROPOSED Budget 2026

Approved by the Board of Directors, 9/14/25

January - December	Budget	PROPOSED
	2025	2026
47000 Program Income		
47100 Membership Dues	\$165,000.00	\$313,643.00
Total 47100 Membership Dues	\$165,000.00	\$313,643.00
47200 Splash Fees	\$130,000.00	\$0.00
47300 Sanction Fees	\$2,500.00	\$46,900.00
47400 Fines	\$2,000.00	\$2,000.00
Total 47000 Program Income	\$299,500.00	\$362,543.00
Endowment Draw /		\$20,000.00
Total Income	\$299,500.00	\$382,543.00
Expenses		
60000 Program Expenses		
60100 National Reimbursements/ Athletes	\$78,000.00	\$65,000.00
60120 Coaches	\$18,000.00	\$18,000.00
60130 Officials	\$10,000.00	\$13,000.00
Total 60100 National Reimbursements	\$106,000.00	\$96,000.00
60200 Championship Meets		
60220 Bag Tags	\$12,500.00	\$8,000.00
60230 Awards	\$18,000.00	\$8,000.00
Total 60200 Championship Meets	\$30,500.00	\$16,000.00
60300 Age Group Zones		
60310 Lodging	\$30,000.00	\$16,000.00
60320 Food	\$25,000.00	\$23,000.00
60330 Transportation	\$30,000.00	\$32,000.00
60340 Uniforms	\$10,000.00	\$13,000.00
60350 Entry Fees	\$6,500.00	\$6,800.00
60360 Coach Stipend	\$6,400.00	\$6,250.00
60370 Zones Athlete Scholarships	\$3,000.00	\$3,000.00
60380 Income	-\$27,000.00	-\$27,000.00
60385 Parade		\$500.00
60390 Misc		\$250.00
Total 60300 Age Group Zones	\$83,900.00	\$73,800.00
60400 Open Water Zones		
60410 Lodging	\$13,500.00	\$13,000.00
60420 Food	\$3,500.00	\$5,000.00
60430 Transportation	\$29,500.00	\$30,400.00
60440 Uniforms	\$8,000.00	\$8,000.00
60450 Entry Fees	\$4,000.00	\$4,200.00

South Texas Swimming, Inc. PROPOSED Budget 2026

Approved by the Board of Directors, 9/14/25

January - December	Budget	PROPOSED
	2025	2026
60460 Coach Stipends	\$1,500.00	\$2,400.00
60480 Income	-\$19,200.00	-\$19,200.00
60490 Misc		\$400.00
Total 60400 Open Water Zones	\$40,800.00	\$44,200.00
60700 LSC Clinic/camps/swimposiums	\$30,000.00	\$10,000.00
607100 Zone Select Camp	\$2,100.00	\$2,100.00
61020 Transportation	\$4,900.00	\$4,500.00
61030 Lodging	\$5,250.00	\$3,400.00
61040 Meals	\$1,500.00	\$1,700.00
Total 61000 USAS Workshops and Business Mtg	\$43,750.00	\$9,600.00
61100 Officials		
61110 Official's Dues Reimbursements	\$18,000.00	\$15,000.00
61120 BGC Reimbursement	\$1,600.00	\$1,500.00
61130 Evaluator Travel	\$6,000.00	\$6,200.00
61140 Officials' Travel and Training	\$1,000.00	\$1,000.00
61150 Official's Account Expenses	\$5,000.00	\$5,000.00
Total 61100 Officials	\$31,600.00	\$28,700.00
Committee Expenses		
62100 Education Zooms/Speakers	\$5,000.00	\$0.00
62200 Member Awards	\$1,500.00	\$1,010.00
61250 LSC Development	\$0.00	\$0.00
62300 Safe Sport	\$500.00	\$7,000.00
62600 DEI and Adaptive	\$4,500.00	\$4,500.00
62700 Outreach Athlete Assistance	\$3,000.00	\$15,000.00
61800 Adaptive Aquatics		
62500 Coaches Committee Fund	\$20,000.00	\$10,000.00
62800 Athlete Committee Fund	\$5,000.00	\$5,000.00
62810 Athlete College Scholarships	\$6,000.00	\$6,000.00
62900 LSC Development	\$10,000.00	\$0.00
63000 OW Development	\$10,000.00	\$5,000.00
Committee Expenses	\$65,500.00	\$53,510.00
Total 60000 Program Expenses	\$402,050.00	\$333,910.00
70100 Contract Services		
Professional Services	\$15,000.00	\$5,000.00
70110 Accounting Fees	\$3,500.00	\$4,600.00
70130 Website Maintenance	\$10,000.00	\$0.00
Contract Staff	\$5,000.00	\$27,600.00

South Texas Swimming, Inc. PROPOSED Budget 2026

Approved by the Board of Directors, 9/14/25

January - December	Budget	PROPOSED
	2025	2026
Total 70100 Contract Services	\$33,500.00	\$37,200.00
70200 Facilities		
70210 Office/Storage Rent	\$1,020.00	\$1,472.00
70220 PO Box	\$180.00	\$190.00
Total 70200 Facilities	\$1,200.00	\$1,662.00
70300 Bank Charges	\$8,500.00	\$13,335.72
70500 Memberships, Dues and Subscriptions	\$900.00	\$900.00
70600 Postage and Shipping	\$500.00	\$400.00
70700 Office Equipment and Supplies	\$500.00	\$964.00
Total Office		\$15,599.72
70800 Communications	\$250.00	\$460.00
70810 CRM Marketing (Mailchimp)	\$480.00	\$234.00
70830 Phone Service	\$844.00	\$460.00
70800 Telecommunications	\$1,574.00	\$1,154.00
70900 HOD Meeting Expenses	\$7,500.00	\$5,000.00
71000 Chairperson's Expenses	\$2,400.00	\$1,000.00
71300 Travel	\$10,000.00	\$0.00
		\$6,000.00
72110 Wages - Base	\$60,000.00	\$64,200.00
72120 Wages - Bonus	\$7,500.00	\$5,000.00
Total 72100 Wages	\$67,500.00	\$69,200.00
72200 Payroll Taxes	\$5,547.00	\$5,293.80
72400 Workers Comp	\$1,250.00	\$350.00
72500 Employee Bond	\$450.00	\$260.00
Total 72000 Employee Expenses	\$74,747.00	\$75,103.80
Total 70000 Operations	\$141,321.00	\$136,719.52
Total Expenses	\$543,371.00	\$470,629.52
Net Operating Income	-\$243,871.00	-\$88,086.52
Other Income		
80100 Interest Earned	\$0.00	\$7,000.00
81010 Dividend, Interest (Securities)	\$0.00	\$0.00
81090 Other Investment Gain/Loss	\$90,000.00	\$100,000.00
70400 Investment Expense	-\$16,100.00	-\$17,000.00
Net Other Income	\$73,900.00	\$90,000.00
Net Income	-\$169,971.00	\$1,913.48

Treasurer's Monthly Report

South Texas Swimming, Inc.

For the period ended August 31, 2025



Prepared on

September 8, 2025

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Treasurer's Notes and Plans

Monthly Treasurer's Report

Report Period: August 2025

Erin Meise - Treasurer

Accomplishments & General Notes

- Worked with Ruble, Ledbetter & Associates to complete the AUP process/report.
- AUP was completed and filed with USA Swimming along with our 990 Tax Form for 2024. YAY!
- Created a draft budget
- Worked with Jessica, Garrett and Finance committee for input on budget for 2026.
- Researched shredding costs for paper in the shed- very reasonable and could save us on storage cost?
- Sent updated budget reports to all committees
- Began preparing for LC National Reimbursement Requests
- Ongoing: Paid Officials requesting dues and background check reimbursements through Chase BillPay, saving up on stamps and increasing security of sending checks through the mail.
- Ongoing: Paid bills as requested/approved from board members and Committee chairs.
- Ongoing: Checked mailbox weekly. Scanned checks to the Registrar to input into Team Unify. Communicate with other board members regarding other mail received.

Financial Accomplishments

1. Got the \$420 back from Intuit for improperly assessed and accrued 940 taxes

Plans

- Continue to invest in CDs with Chase based on their changing rates to maximize the investment.

Open Issues

- One 2025 charge without a receipt
- 221 uncleared transactions in QBO (2010 - 2019)
- Decide what to do with the items in/storage unit

Profit and Loss

August 2025

	Total
INCOME	
47000 Program Income	
47100 Membership Dues	280.00
Total 47000 Program Income	280.00
Total Income	280.00
GROSS PROFIT	
	280.00
EXPENSES	
60000 Program Expenses	
60300 Age Group Zones	
60310 Lodging	-700.00
60320 Food	-1,915.66
60330 Transportation	641.12
60390 Misc	43.68
Total 60300 Age Group Zones	-1,930.86
61100 Officials	
61130 Evaluator Travel	1,350.61
61150 Official's Account Expenses	30.75
Total 61100 Officials	1,381.36
62000 Committee Funds-Activities	
62500 Coaches Committee Fund	300.00
62800 Athlete Committee Fund	
62805 Athlete Committee Income	-600.00
Total 62800 Athlete Committee Fund	-600.00
Total 62000 Committee Funds-Activities	-300.00
Total 60000 Program Expenses	-849.50
70000 Operations	
70100 Contract Services	
70110 Accounting Fees	800.00
70140 Contract Staff	2,300.00
Total 70100 Contract Services	3,100.00
70200 Facilities	
70210 Office/Storage Rent	81.00
Total 70200 Facilities	81.00
70300 Bank Charges	77.35
70600 Postage and Shipping	8.32
70700 Office Software and Supplies	59.70
70800 Communications	10.00
70810 CRM Marketing (Mailchimp)	19.50
Total 70800 Communications	29.50

	Total
72000 Employee Expenses	
72100 Wages	
72110 Wages - Base	5,000.00
Total 72100 Wages	5,000.00
72200 Payroll Taxes	382.50
Total 72000 Employee Expenses	5,382.50
Total 70000 Operations	8,738.37
Total Expenses	7,888.87
NET OPERATING INCOME	-7,608.87
OTHER INCOME	
81000 Investments	
81090 Other Investment Gain/Loss	46,045.45
Total 81000 Investments	46,045.45
Total Other Income	46,045.45
OTHER EXPENSES	
90400 Investment Expense	1,562.78
Total Other Expenses	1,562.78
NET OTHER INCOME	44,482.67
NET INCOME	\$36,873.80



South Texas Swimming, Inc.



Sanctioning Policies and Procedures

Last update: ~~3/6x/xx~~/25

This document describes the policies and procedures for applying for and managing South Texas Swimming sanctioned, observed, and approved meets and sanctioned open water events. Contact information for the Sanctions Chair, NTV Chair, SWIMS Users, and Officials Chair appears on the last page of this document.

I. Introduction

- A. Sanctions for swimming competitions and open water events in South Texas (South Texas Swimming, Inc., or STX) are granted under the provisions of Part Two, Articles 202 and 203 (for swimming competitions) and Part Seven, Articles 701 and 702 (for open water events) of the USA Swimming (USAS) rules and regulations. It is recommended that applicants familiarize themselves with both references.
- B. The role of the [Sanctions Chair](#) in sanctioning meets for competition is as follows:
 - 1. Verifies that the USA Swimming membership of the meet host will be current as of the meet's inclusive dates and that the meet host will be eligible to sanction meets and/or open water events under USA Swimming and STX rules.
 - 2. Verifies that the USA Swimming memberships and all required certifications of the meet's officials, the meet's director, and the meet host's head coach will be current as of the meet's inclusive dates.
 - 3. Confirms that the meet host is ~~currently certified as a Safe Sport Recognized Program and is not delinquent in submitting any required fees, fines, or reports. The Safe Sport status of STX clubs is posted here.~~
 - 4. Communicates with the people listed on the sanction application to inform them that they have been listed on the meet or open water event sanction in the positions for which they are listed.
 - 5. Verifies that the meet or open water event information includes the required information in accordance with current USA Swimming and STX rules as of the meet date(s).
 - 6. Reviews the meet or open water event information and identifies any inconsistent or incorrect information or any other issues that might impact the conduct of the meet or event.
 - 7. Posts the meet information and entry file (for swimming competitions) and the open water event information on the South Texas Swimming website.

II. Pre-Meet Considerations

- A. **Types of Meets:** USA Swimming (USAS) competitions are assigned to three general categories: sanctioned, approved, and observed. Most competitions are sanctioned and are further classified as being intra-squad meets, invitational meets, LSC Championship meets, dual meets, time trials meets, open water, or open meets.
 - 1. **Sanctioned Meet:** A sanctioned meet is one in which all athletes must be current members of USAS. In addition, all coaches, officials, and other key meet personnel, such as the Meet Director, must be current members of USAS in good standing as of the meet's inclusive dates.
 - a. The [Sanctions Chair](#) must approve the meet information and issue a sanction number in advance of the meet information being posted on the STX website and/or distributed to teams.
 - b. The meet must be conducted under current USAS rules and regulations for sanctioned meets (Articles 202.4 and 202.5). In addition, meets sanctioned by STX ~~must follow any relevant STX~~

rules for pre-meet operations and post-meet procedures as defined herein and in the current [STX Policies and Procedures](#) manual.

- c. All times achieved at a sanctioned meet will be loaded into SWIMS, provided the meet was conducted in accordance with current USAS and STX rules for meet operations and registrations of all participants.

2. Types of Sanctioned Meets

a. **Intra-squad (Closed) Meet:** An intra-squad meet is a sanctioned meet at which all swimmers are members of the same club (or unattached to that same club).

b. **Dual (Closed) Meet:** A dual meet is a competition between two clubs.

c. **Development Meet:** A development meet is for athletes ages 12 & under and is restricted to the events listed below (per Rule 102.1.3 of the USA Swimming Rulebook). Development meets may be conducted in multiple sessions/days but shall be planned to allow the events not to exceed two hours in length. On days with multiple sessions, athletes may only participate in one session each day.

i. 25/50/100 Freestyle

ii. 25/50 Backstroke

iii. 25/50 Breaststroke

iv. 25/50 Butterfly

v. 100 IM

vi. 100/200 Freestyle Relay (by gender or mixed)

vii. 100/200 Medley Relay (by gender or mixed)

b-d. **Invitational (Closed) Meet:** An invitational meet is a sanctioned meet at which only specifically invited clubs and/or athletes are invited to participate.

c-e. **Open Meet:** A competition that is not otherwise defined as a closed competition in which any qualified club, organization, or individual may enter.

d-f. **LSC Championship Meet:** An LSC championship meet is a sanctioned, season-ending championship meet for which only certain swimmers will qualify as determined by a set of time standards. Additional policies and procedures for LSC Championship Meets are included in Section V.

i. Meets in this category (both long and short course) are determined by the STX Championship Meet Committee. Prospective hosts must “bid” on these meets at the STX House of Delegates meeting and the award is determined by a vote of the membership.

ii. Bid meets must use the championship meet information template, which is prepared by the Senior Vice Chair and the Championship Meet Committee in collaboration with the meet referee, admin official, and Sanctions Chair. The approved meet information is sent to the Meet Host for finalization and sanctioning.

iii. The sanctioned meet information for STX Championship Meets must be submitted-posted to the Sanctions Chair/South Texas Swimming website by November 30 for the short course season and by April 30 for the long course season. After the meet information is sent to the meet host for completion, the meet host must return the final document to the Sanction Chair within seven days of receipt to avoid fines.

iv. Any club that bids, wins, and sanctions a bid meet, but then fails to host the event, will be penalized by being barred from sanctioning a meet for 180 days from the bid meet date, unless the failure to host was caused by weather or catastrophic equipment failure.

v. LSC sanctioned and approved meets may not have overlapping or identical time standards on the same weekend as a South Texas bid meet without prior approval of the Board of Directors.

vi. After dates for bid meets have been determined and approved by the House of Delegates or Board of Directors, no “conflicting” meet may be sanctioned or approved during the 6-day period from the Wednesday prior to the bid meet to the

Monday following the bid meet. A conflicting meet is defined as a non-championship meet hosted by an STX club and sanctioned or approved by the LSC and having no time standards or time standards identical to those of a bid meet on the same dates or within the specified 6-day “conflicting meet” window of time before and after the bid meet’s dates. Any meet held during the 6-day “conflicting meet” window must be a proof-of-time meet and athletes with time standards in events that conflict with the bid meet’s time standards cannot participate in those events at the conflicting meet. When a meet is held on the same weekend as a bid meet, the meet host is **required** to submit the meet to the Regional SWIMS User for a times recon and must **remove** swimmers from the meet with times in events that conflict with the time standards of the bid meet. Swimmers with NTs in all courses will be allowed to swim in meets that are for swimmers that do not have the qualifying time. TAGS, Sectionals, and meets sanctioned by a Zone, USMS, or USA Swimming are not subject to this rule.

e.g. Time Trials: Competitions conducted in rounds solely for the purpose of achieving a time or times. The competition must be either sanctioned or approved and in compliance with all rules and procedures for times to be loaded into SWIMS. If time trials are conducted as a part of another sanctioned or approved meet at the LSC level, a separate sanction or approval is not issued.

f.h. Open Water: A competition conducted under Articles 701 and 702 of the USA Swimming rulebook that takes place in rivers, lakes, or oceans.

- 3. Approved Meet:** An approved meet is one in which the competition is conducted in accordance with USAS technical rules, but does not require all athletes to be current members of USAS (Article 202.6). Approvals may be issued to member clubs for closed competition (such as YMCAs) conducted in accordance with USA Swimming technical rules. Approvals may be issued to member clubs or to LSCs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the Times & Recognition Committee staff leader (or his/her designee). In the latter case, USA Swimming NTV Form F is required and may be obtained by contacting the STX [NTV Chair](#).
- 4. Observed Meet:** An observed meet is usually a season-ending competition or an invitational that is held under the rules of an organization other than USA Swimming, such as UIL (high school meets) or USMS (U.S. Masters Swimming).
 - a. The meet must be submitted on Local Swim Committee – Form B to the LSC National Times Verification Officer prior to the start of the meet. A time trial held in conjunction with the season-culminating championship meet that is officiated in accordance with the same standard as the championship meet may also be observed if it is authorized by the host association.
 - b. Requests for observers for certification of times from meets not in the championship progression (such as invitationals for 3 or more teams) must be made on Local Swim Committee – Form A in accordance with LSC procedures prior to the start of the meet.
 - c. A list of all LSC observed meets for the current swim year shall be posted on the LSC website.
 - d. When the meet has been approved for observation, the times earned by USAS members in good standing as of the meet date(s) and who have the correct USAS athlete information (first and last name as it appears in SWIMS, middle initial, date of birth, and USAS ID) included in the meet database will be loaded into SWIMS when the swims conform to the technical rules for USAS.
 - e. Meet Directors who would like to have their meets approved for observation must fill out the appropriate form and then forward the form and meet information to the STX [NTV Chair](#) for approval prior to the start of the meet.

B. Timeline: Hosts should plan their meets well ahead of their dates and submit them for sanctioning, approval, or observation at least 5 days ahead of the meet’s start date. Under most circumstances,

meets are approved in less than 24 hours.

- C. Applying to Host a Sanctioned Meet:** The hosting club must complete the online sanction application, available on the [Sanctions](#) page of the STX website, and submit it with the meet information and entry file to the Sanctions Chair for approval prior to distributing the meet's announcement or accepting any meet entries. The sanction fee is added to the hosting club's South Texas Swimming account.

1. *Step 1: Verify that your club is eligible to host a meet, ~~and that the meet's inclusive dates do not conflict with a bid meet.~~*
 - ~~Clubs must attend the annual STX House of Delegates meeting to sanction meets for the upcoming year. A list of clubs denied sanctions under this provision is available on the [Sanctions](#) page of the STX website.~~
 - ~~Host Clubs must be currently certified as a [Safe Sport](#) Recognized Program when the sanction is issued and at the time of the meet. The current [Safe Sport](#) Recognition Program status of all STX clubs is posted on the [Clubs](#) page on the STX website.~~
 - Clubs must be in good standing with USA Swimming and South Texas Swimming, and shall not be delinquent in submitting any fees or fines, meet results, Meet Referee's reports, financial summaries, or any other required documentation or fees.
 - This rule applies to all locations of a club. If any club location has delinquent fees or items, then no meets can be sanctioned using that club's code, regardless of location.
 - The Head Coach must be in good standing with USA Swimming and STX rules as of the meet's inclusive dates.
 - The Head Coach, Meet Director, and all officials must be current members of USAS in good standing as of the meet's inclusive dates, and must have consented to working the meet and being listed on the sanction application.
 - The Meet Director listed on the sanction application may not also be listed on another sanction application for a meet with overlapping/conflicting dates and times.
 - A minimum of three officials must be listed on the sanction application for dual meets, intrasquad meets, and development meets. For all other meets, a minimum of four officials must be listed on the sanction application.
 - For dual meets, intrasquad meets, and development meets, three unique officials must be included, by name, on the sanction application as having committed to work the meet, and each of these three officials must be fully certified in one of the required positions: a Deck Referee (who serves as Meet Referee and who may also act as a Stroke & Turn Judge), an Administrative Official, and a Starter (who may also act as a Stroke & Turn Judge).
 - For meets that are not dual meets, intrasquad meets, or development meets, four unique officials must be included, by name, on the sanction application as having committed to work the meet, and each of these four officials must be fully certified in one of the required positions: a Deck Referee (who serves as Meet Referee), an Administrative Official, one official certified as a Starter, and one additional official who must be minimally certified as a Stroke & Turn Official.
 - After sanctioning, any changes to the meet's type must be communicated to the Sanctions Chair to confirm and verify that the correct number of officials will be present at the meet and to change the meet's type in OTS.
 -  The meet host must obtain the prior consent of ~~these~~ the officials to list them on the sanction application. All ~~four~~ listed officials must be current members of USAS in good standing as of the meet's inclusive dates, and they must be fully certified for their positions by their corresponding LSCs.
 -  Officials who are Stroke & Turn trainees cannot be listed on a sanction application.
 -  Officials who are trainees in the positions of Admin Official, Deck Referee, or Starter may not be listed in that position on a sanction application. However, if the official is fully

certified in another position, then the official may be listed on the sanction application in that fully certified position.

- Example: An official who is an Administrative Official trainee, but is fully qualified as a Stroke & Turn Official, may be listed as a deck official, but not as the meet's AO.
- Example: An official who is a Starter trainee, but is fully certified as a Stroke & Turn Official, may be listed as a deck official, but not as the meet's Starter.
- Any of the four The officials listed on the a sanction application may not also be listed on another sanction application for a meet with overlapping/conflicting dates and times.
- More information about officials is posted on the [Officials](#) page on the STX website.
- The meet's time standards must not conflict with any LSC Championship meet hosted by STX on the same date(s). LSC Championship meets are listed on the [Championship Meets](#) page on the STX website.

2. *Step 2: Include the required sections in your meet information, **exactly** as they appear below.* The meet information **must** include the following sections, as they appear below, with yellow highlighting added to indicate information to be inserted by the meet host:

- **Liability:** In granting this sanction it is understood and agreed that USA Swimming, Inc., South Texas Swimming, Inc. (STX), the (insert your club), the (insert the host, venue, facility, etc.), and all meet officials shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. Damage to the facility, when proved, will cause the offending swimmer, if unattached, or the offending swimmer's club, if attached, to be held accountable for repairs.
- **Sanction:** This meet has been sanctioned by South Texas Swimming and current USA Swimming rules, including the Minor Athlete Abuse Prevention Policy ("MAAPP"), and any relevant sections of the South Texas Policies & Procedures Manual will apply. All adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP"), and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition. All swimmers must be registered as athletes in good standing with USA Swimming as of the meet date(s). Athletes who register with USA Swimming and/or South Texas Swimming after the meet entry deadline may only enter the meet only if they can present their current USA Swimming membership card using the USA Swimming app (or a coach may present the club's official roster from the USA Swimming app). Athletes who fail to meet this requirement will not be allowed to compete. Conduct of the sanctioned event shall conform in every respect to all technical and administrative rules of USA Swimming.
- **USA Swimming Registration:** All swimmers, coaches, and officials participating in this competition must be current USA Swimming members in good standing as of the meet date(s). No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. All should also be prepared to present their USA Swimming membership card using the USA Swimming app as proof of their membership to the Meet Director or designee at any time. Swimmers who 1) late enter when possible; 2) need to be late-entered because of clerical errors by the entering team or the Meet Host; or 3) are not entered in this meet and choose to enter time trials, if offered, will be required to present their USA Swimming ID-membership card using the USA Swimming app (or a coach may present the club's official roster from the USA Swimming app). Current national and LSC regulations do not allow for exceptions to these policies.
 - For championship meets, indicate that only athletes registered as Premium or Seasonal Athlete members may participate, and also include the following statement: Flex Athlete members are not eligible to compete at LSC championship meets.

- **Water Depth:** The minimum water depth, measured in accordance with Article 103.2.3, is **## feet ## inches** at the start end and the turn end is **## feet ## inches** measured for a distance of 1.0 meter to 5.0 meters from both end walls.
- **Course Certification:** The host will ensure the required course dimensions.
- **Age up Date:** The age of the swimmer will be his/her age on **(date)**.
- **Cell Phone Restrictions:** Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms. There are no exceptions to this policy. Violators are subject to disqualification from the meet, disbarment from the facility, and arrest.
- **Unaccompanied Swimmers:** Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water without the use of the backstroke ledge. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement. All unaccompanied swimmers will be temporarily assigned to a registered USA Swimming coach for warm up, warm down, and competition purposes in order to comply with USA Swimming Rule 202.5.3. The Meet Director or Meet Referee may assist the swimmer in making arrangements for such supervision, but it is the swimmer's responsibility to make sure arrangements prior to the start of the meet.
- **Swimmer Photographs and Videos:** There may be one or more photographers and/or videographers on deck at this meet. In the event such personnel are present, parents or guardians of swimmers under the age of 18 who do not wish to have photos or videos of their athletes made are required to contact the Meet Director prior to the beginning of warm-ups. Photographers and videographers are strongly encouraged to stay out of the area immediately behind the starting blocks, but if present are specifically prohibited from making shots during the start phase of any race.
- **Deck Changing:** Deck changes are prohibited.
- **Drones:** Per USA Swimming Rule 103.13, the operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials, and/or spectators are present. Exceptions may be granted with prior written approval by the Programs and Events Committee Chair or designee.
- **Athlete Necessary Accommodations:** Coaches entering swimmers with disabilities that require any accommodations or modifications, including the need for personal assistants and/or registered service animals, must provide advance written notice, accompanying their meet entry file, to the Entry Chair or Meet Director and Meet Referee by the entry deadline. A disability is defined as a PERMANENT physical or mental impairment that substantially limits one or more major life activities. Failure to provide advance notice may limit the meet host's ability to accommodate all requests. The suggested form can be downloaded [here](#). In any meet that may include one or more swimmers with visual, hearing, cognitive, or physical disabilities, the judging of such competitors shall be in accordance with the current USA Swimming Rules and Regulations, including Article 105.
- **Medical Supervision:** During the meet, **[lifeguards, EMT, AED device, etc.]** will be present to provide any necessary medical supervision and treatment for athletes participating in the meet.
- **Officials:** All currently certified and in-training USA Swimming officials are cordially invited to participate. All deck and administrative officials must be current members in good standing with USA Swimming and their local LSC. Please email the Meet Referee with your certification level and availability so **he/she** can plan accordingly. The uniform will be white polo shirts over khaki shirts/pants/skirts and white shoes. Please report to the Meet Referee at least **##** minutes prior to the scheduled start time of the session for the officials' briefing and to receive your assignments. The wearing of name tags is strongly encouraged.
- A copy of the current STX Safety Guidelines and Warm-up Procedures must be included in the meet information. A copy of this policy is available on the [Sanctions](#) page of the STX website.
- Any relevant health directives or waivers must be included in the meet information, per current USAS directives.

- The meet information must contain the statement, “Held under the Sanction of USA Swimming.” The meet information must include the sanction number, which will be in the format ST-[two-digit year]-[sanction number] (such as ST-~~2526~~-01). For closed meets, the sanction number includes “cm” after the sanction number (such as ST-~~2526~~-01cm). For time trials sanctioned separately from the meet with which they are held, the sanction number includes “tt” after the sanction number (such as ST-~~2526~~-01tt). (Note: LSC-level meets that include time trials sessions are not issued separate meet sanctions for time trials. Separate sanctions for time trials sessions are used **only** at national-level championship meets.)

3. *Step 3: Include additional required details in your meet information to describe your meet.*

- The name of the hosting club
- The name of the facility where the meet is being conducted, along with the facility’s physical address (including city, state, and zip code) and a phone number, if available
- Information about the software being used to conduct the meet (usually this is Meet Manager) and the timing/starting system used to conduct the meet
- The classification of the meet type (open, championship, closed, invitational, dual, intrasquad, development, or with time standards)
 - If you are hosting an intra-squad~~closed~~ or invitational meet, detailed information about the eligible athletes and/or clubs invited to the meet
- The order of events
- Entry restrictions for the meet (number of events per day, age requirements, other eligibility requirements, etc.; note that the number of events allowed per day, the age-up date, and certain eligibility requirements are set by USAS and/or STX rule)
- The meet entry fee for individual and relay events, ~~and a notation that the fee includes the STX splash fee of \$1.25 per event~~
- The age-up date, which is the first day of the meet
- A copy of the qualifying times for the meet, if applicable, and any penalties, if applicable, for failing to finish with a qualifying time
- Acceptable sources for proof-of-time, if applicable
- Warm-up times and any additional details about warm-up procedures, if applicable
- Start times for each session
- Detailed information about any awards being given, or a statement that no awards will be given
- Detailed information about any time trials, if applicable, including fees, how to enter, deadlines for entry, etc.
- Detailed information about scratch procedures, if applicable, and any related penalties
- Detailed information for failure to compete, if applicable, and any related penalties
- Detailed information about events that require positive check in and/or a requirement for athletes to provide their own counters and/or timers, if applicable
- The name, phone number, and email address of the Meet Referee, the Administrative Official, Meet Director, and Entries Chair
 - *Note:* The Entries Chair and/or Meet Director may or may not be the same person as one of the other meet officials.
- The meet entry deadline, which should be at least 5 days prior to the meet’s start date, along with any additional information, such as when, how, and in what format entries will be accepted and any information about capping the number of entries or athletes, if applicable
 - *Note:* Meet hosts using the USA Swimming Online Meet Entry (OME) system may set the meet entry deadline with any number of minimum days prior to the meet’s start date. It is strongly recommended to recon meets with your Regional SWIMS User, even when using OME, to identify any registration or timing issues that may not be set up correctly by the meet host in OME.

- Information about deck entries, including how to enter, entry deadlines, any restrictions (such as subject to open lanes) fees, and a note indicating that swimmers not previously registered for the meet must present their USA Swimming membership card using the USA Swimming app, or a coach may present the club's official roster from the club's USA Swimming app.
 - *Note:* The decision to allow deck entries at a meet is at the discretion of the meet host.

4. Step 4: Complete the online sanction application (posted on the [Sanctions](#) page) and email your meet information and entry file to the STX Sanctions Chair for approval.

- After making any corrections requested by the Sanctions Chair, the Sanctions Chair will post your meet information and event file on the STX website.

D. Applying to Host an Approved Meet: Approvals may be issued to member clubs for closed competitions (such as YMCAs) conducted in accordance with USA Swimming technical rules. Approvals may be issued to member clubs or to LSCs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the Times & Recognition Committee staff leader (or his/her designee). In the latter case, USA Swimming NTV Form D is required and may be obtained by contacting the [NTV Chair](#). The approval fee is added to the hosting club's South Texas Swimming account.

1. The process for applying to host an approved meet follows the same procedures described for hosting a sanctioned meet. Please follow the procedures outlined in Section C, above.

E. Applying to Host an Observed Meet: Meet Directors who would like to have their meets approved for observation must submit the appropriate form and meet information the STX NTV Chair for approval. The NTV Chair must receive and approve the meet for observation *prior to the start of the meet*. All conditions as listed in USAS Swimming Rules "Requirements for Observed Swims" (Article 202.8) must be met.

1. An observed meet must be approved prior to the start of the meet by the [NTV Chair](#). The Meet Director is asked to submit the meet information and complete the correct STX form. Form A is used to request observation for a non-season culminating championship meet (such as a large invitational meet); Form B is used to request observation for a season culminating championship meet (such as a high school District, Region, or State meet). Both forms, plus the contact information for the NTV Chair, are available on the [Observed Meets](#) page of the STX website.

2. There is no [sanction](#) application fee for an observed meet.

2.3. ~~In addition, swims at an observed meet are not subject to STX splash fees, and sessions~~ Sessions worked [by officials](#) at observed meets are ~~no longer not~~ eligible to be entered into [SWIMS-OTS](#) (as of 2/1/24).

3.4. The following requirements must be met prior to the start of the meet by the respective Meet Host(s):

- a. An NTV Form "A" or "B," as appropriate, must be submitted prior to the start of the meet to the STX NTV Chair.
- b. NTV Form A must be utilized and submitted to the STX NTV Chair when Observation Approval is sought for meets that are not season ending championships. NTV Form B must be utilized and submitted to the STX NTV Chair for meets that are season-ending or culminating championships.
 - 1) Submissions for meets of this type require, in addition to a NTV Form A or Form B, a final draft of the meet information and a letter explaining or justifying why the meet deserves to be approved for observation.
 - 2) The USAS officials who will be "observing" the competition and the Meet Director OR Referee must be specified by the meet host along with their phone numbers.
 - 3) A signature of either the Meet Director or Referee, whichever is specified, is also required.
 - 4) The correct number of properly certified officials as required by the governing body for the observed meet (such as the UIL or USMS) and USAS must be listed on the application. All officials must be in good standing as of the meet's inclusive dates by the respective

governing body (UIL, USMS, and USAS, as applicable).

- 5) The USAS/LSC officials who will be “observing” the competition must be specified along with their phone numbers. The USAS officials may also be “dual certified” by the governing body for the observed meet and USAS.
 - 6) The meet must be conducted in accordance with the USAS timing rules (102.23), racing course dimensions (103.3), and starting platforms (103.14). In addition, the meet must have the minimum number of officials in the required positions.
 - 7) For Form A, once approved by the STX NTV Chair, the submission must also be approved by the USAS Program Operation designee at that level.
 - 8) For Form B, once the necessary approvals have been acquired, the STX NTV Chair will return the signed and approved documents to the submitter, who is then responsible for ensuring they are provided to the meet host as needed.
 - 9) Any meet for which observation is granted will appear on a published calendar maintained on the [Observed Meets](#) page on the STX website.
- c. The Meet Referee is responsible for advising the coaches how observations will be managed and what responsibilities they may have, if any.
 - d. The Meet Referee is responsible for establishing the logistics with regard to how the meet will be officiated to ensure compliance with USAS Rules where applicable and will instruct deck officials as needed.
 - e. The Meet Director or meet’s contact person is responsible for communicating with teams entering the meet that the times for qualifying athletes will be loaded to SWIMS only when the athlete’s full name matches how the athlete’s name appears in SWIMS, the athlete’s correct date of birth, and the athlete’s correct USAS ID number are submitted with the athlete’s meet entries. It is the responsibility of the high school coach (and not the STX SWIMS User) to enter athletes with the correct information when submitting entries to the meet host.

4.5. Once an observed meet has concluded, the Meet Director or Meet Referee is responsible for sending an appropriately modified copy of the Meet Manager SwmmBkup file including any disqualifications of swims that violated the USAS technical rules in those events involving stroke to the Regional SWIMS User within 72 hours of the meet’s conclusion. The Meet Director or Meet Referee also must submit a Meet Referee’s Report to the Regional SWIMS User and the Officials Chair within 72 hours of the meet’s conclusion, along with the names of the USAS officials who were on deck during the observed meet. A sample Meet Referee Report is posted on the STX [Officials](#) page. Results from observed meets cannot be loaded to SWIMS until the Regional SWIMS User receives the Meet Referee’s Report. The SWIMS Users for observed meets are the same as those for sanctioned meets.

- a. Disqualifications of swims that violate the USAS technical rules should be included in the modified version of Meet Manager database for all swimmers entered in the meet, and not just for those known to be current USAS members.

5.6. When time(s) need to be uploaded to SWIMS after the conclusion of an observed meet, this request should be sent directly to the appropriate Regional SWIMS User.

F. Applying to Host an Open Water Event: STX clubs that wish to host open water competitions must complete an application with USA Swimming and meet all safety and other requirements as defined in Articles 701 and 702 of the current USA Swimming Rulebook in effect as of the date(s) of the open water competition.

1. The hosting club must complete the event information document using the current open water meet information template document, which is available on the USA Swimming website (click [here](#), and then click the Sanctioning pill), and must submit the event’s safety plan, course definition, and entry summary/waiver with the sanction application (click [here](#), and then click the Sanctioning pill).

2. After the sanction has been submitted to and reviewed by USA Swimming, the meet host must submit the USAS sanction application and the event information document (including the safety plan, course definition, and entry summary/waiver) to the [Sanctions Chair](#) for sanctioning by STX and for posting on the STX website.
3. The open water event must have the required minimum number of certified officials in effect as of the event dates and as defined in 701.9 of the USA Swimming rulebook, and all officials must be fully certified as USAS open water officials and in good standing as of the event dates. Click [here](#) for more information about requirements for open water officials.
4. The open water event must have an independent safety monitor, meet director, and medical officer.
5. The open water event must have the required number of escort safety crafts, lifeguards, and other medical support personnel for the open water venue.
6. The sanction fee is added to the hosting club's South Texas Swimming account.
7. The open water event must be submitted for registration recon to the appropriate SWIMS User to confirm that all athletes are in good standing as of the event date(s).
 - a. By prior arrangement with the STX Registration Chair, the meet host may request that "Single Day Meet" memberships be offered to allow participation in the event. Individuals applying for this membership type must be Unattached members of USA Swimming and must meet all USAS membership requirements in effect at the time of the event.
8. Open water events are not uploaded to SWIMS.

~~9. Open water events are not subject to splash fees.~~

G. Fees: Hosting a sanctioned or approved meet or open water event requires payment of ~~two separate fees: the~~ sanction application fee ~~and splash fees~~. In addition, hosting teams are subject to fines for rule, registration, and time violations as specified in the South Texas Swimming Policies & Procedures.

1. Sanction Application Fee: The ~~\$25~~ sanction fee is \$175 for each day of the meet or open water event. The sanction fee will be added to the hosting club's South Texas Swimming account. The sanction fee is assessed for sanctioned and approved meets and for open water events.

- a. Sanction fees are billed when the meet or open water event is sanctioned and are not refundable if the meet or open water event is cancelled.
- b. If a meet host decreases the number of days for a previously sanctioned meet or open water event, there will be no refund of the previously invoiced sanction fee.
- c. If a meet host increases the number of days for a previously sanctioned meet or open water event, an additional sanction fee will be added to the meet host's account for each day added to the meet or open water event.
- 1.d. Sanction fees are due for each sanctioned meet or open water event and may not be transferred to new meets or open water events.

2. Splash Fees: Meets conducted on or after September 1, 2025 are not subject to splash fees. After a meet's conclusion, and if the meet is subject to STX splash fees, the meet host is charged splash fees of \$1.25 per splash. The splash fees amount is added to the hosting club's South Texas Swimming account by the Regional SWIMS User when the meet is loaded into SWIMS.

- ~~• Official splits are not charged splash fees.~~
- ~~• Open water events are not charged splash fees.~~

3. **Fines:** Any fines incurred during a sanctioned or approved meet or open water event, such as (but not limited to) violations of the four-hour rule, for allowing unregistered or ineligible swimmers to compete, for not having the correct officials on deck, or for late delivery of the Meet Manager backup file or Meet Referee Report, will be added to the hosting club's South Texas Swimming account by the Regional SWIMS User.
- The four-hour rule applies to non-championship meets at which swimmers ages 12 & under are competing. Please see the South Texas Policies and Procedures manual for more information about the four-hour rule.
 - Fines for unregistered or ineligible swimmers and other fees are assessed by the Regional SWIMS User to the meet host's STX account.
 - Fines for not having the correct officials on deck or for late delivery of the Meet Manager backup or receipt of the Meet Referee Report are assessed by the Regional SWIMS User to the meet host's STX account.

III. Procedures Prior to a Meet

- A. **Changes to a Previously Sanctioned Meet or Open Water Event:** After receiving a sanction number, meet hosts may not change a meet or open water event information document, meet type, or the meet or event staff (meet director or meet officials) without prior approval of the Sanctions Chair. Please submit the new meet or open water event information via email to the Sanctions Chair with a description of the changes you are making.
- B. **Meet Entry Deadline and Recon of Entries for Sanctioned and Approved Meets and Open Water Events:** In most cases, a meet's entry deadline should be at least 5 days prior to the meet's start date. The meet host must electronically forward the meet entry file, in the proper Hy-Tek or comparable format, to the Regional SWIMS User for the pre-meet recon. This process verifies that all athletes entered in the meet or open water event are registered with USAS and eligible to compete. If any problems are identified, it is the responsibility of the meet host to work with the teams/athletes to correct these problems prior to the start date of the meet or open water event, and to remove any ineligible athletes from the meet or open water event, if applicable.
1. If the hosting team is collecting entries through OME, it is recommended but not necessary to submit the entry file for recon as OME provides this function. In addition, the host may set the meet entry deadline to be any number of days prior to the meet's start date.
 2. For a championship meet, there might may be a second entry deadline for teams entering athletes achieving a qualifying time after the first entry deadline.
- C. **Meet Management Software & Timing System for Meets:** All meets must be managed with a currently supported version of Hy-Tek Meet Manager or comparable software and an approved timing system that complies with all current USAS and STX rules for competitions.
- D. **Event Management Software & Timing System for Open Water Events:** The start and timing systems must comply with the current requirements as described in Article 701 of the current USA Swimming Rulebook in effect as of the date(s) of the open water competition.

IV. Procedures After an Approved, Observed, or Sanctioned Meet's Conclusion

- A. All required reports must be submitted as soon as possible (but not later than 72 hours) after the meet's conclusion to avoid fines and penalties.
- B. Send the Hy-Tek Meet Manager backup file to the hosting team's Regional SWIMS User within 72 hours of the meet's conclusion.
- C. The Meet Referee must send his or her report to the Regional SWIMS User and the Officials Chair within 72 hours of the meet's conclusion. (You can obtain the information required on the Officials page of the

STX website. There is no form required; an email with the requested information is sufficient.)

- D. Any Reports of Occurrence (accidents) at the meet or open water event must be submitted as soon as possible using the online [Report of Occurrence](#) form available on the USA Swimming website. The Report of Occurrence is submitted any time there is an accident or injury during such USA Swimming activities as sanctioned or approved swim meets, swimming practices, contracted Swim-a-Thons, or approved social events.
- E. Fines for unregistered or ineligible swimmers, four-hour rule violations, or any other fines incurred before, during, or after the meet or open water event will be added to the hosting club's South Texas Swimming account by the Regional SWIMS User. Times for unregistered or ineligible swimmers will not be loaded to SWIMS, per rule.
- F. Per USA Swimming Rule 202.4.12, the organization hosting a sanctioned or approved meet or open water event shall file a financial statement (via the [South Texas Swimming sanctioned meet statement](#)) setting forth all receipts and disbursements in connection with the sanctioned or approved event and submit it within 45 days after the event. The LSC may at any time require the organization to furnish, within 15 days after written request, all receipts and vouchers relating to the sanctioned or approved meet or open water event. No sanction to hold any athletic event of any kind shall thereafter be issued to an organization who has failed or refused to file any statement or affidavit required under any subdivision of Section 202 of the current USA Swimming rule book, until the statement or affidavit is filed, or until such time as the LSC may determine.

V. Additional Policies and Procedures for South Texas Swimming Championship Meets

- A. The B Championships, STX Championships, and STAGS/Senior Championships for the short course and long course seasons are based on the current USA-S National Age Group Motivational Time Standards at the "B," "BB," and "A" and faster times, respectively. Times may be earned in long course meters, short course meters, and short course yards.
- B. Every athlete must have the required qualifying time for Championship Meets and qualify for every event at the meet's qualifying time standard.
 - 1. Exhibition swims are not permitted.
 - 2. All entry qualifying times must be provable via SWIMS.
 - 3. All entry times (except for time trial events) must be within the qualifying time period of the current season plus the past two seasons (one long course, one short course), or approximately 18 months prior to the meet's start date.
 - 4. ~~Disabled athletes~~[Athletes with disabilities](#) may enter all LSC Championship Meets based on the current parallel time standards for athletes with disabilities, based on the swimmer's disability (P1, P2, or P3), age as of the first day of the meet, and gender. Paralympic athletes older than 18 years of age as of the meet start date may compete at the Senior Championship meet if they have the 17-18 meet qualifying time.
- C. Meet Operations
 - 1. The current USA Swimming scratch rule will be in effect for no-shows in Finals.
 - 2. A DFS (declared false start) is not permitted in Finals.
 - 3. Relays will be held after each preliminary session and before distance events.

- D. Meet Information for any bid meet in STX must adhere to the following preparation, review, comments, etc. protocol:
1. Prepared by the Championship Meet Committee from a template, in collaboration with the meet host, meet referee, admin official, and Sanctions Chair.
 2. The approved meet information is sent to the Meet Host for finalization and sanctioning. The meet host must finalize the meet information and submit it to the Sanctions Chair for sanctioning within seven days of receipt to avoid fines.
 3. The sanctioned meet information for STX Championship Meets must be ~~submitted to the Sanctions Chair~~ posted to the STX website by November 30 for the short course season and by April 30 for the long course season to avoid fines.
 4. Any club that bids, wins, and sanctions a bid meet, but then fails to host the event, will be penalized by being barred from sanctioning a meet for 180 days from the bid meet date, unless the failure to host was caused by weather or catastrophic equipment failure.
- E. When time trials are offered, it is the decision of the host team whether athletes must already be entered in the STX Championship Meet. Athletes not already entered in the meet must present their USA Swimming ~~ID~~ membership card ~~or proof of membership~~ using the USA Swimming app (or a coach may present the club's official, roster from the USA Swimming app) to enter time trials. Qualifying times earned during time trials may not be used for entry into the current STX Championship Meet.
- F. The STAGS/Senior Championship short course and long course meets are designated as national qualifying meets for South Texas Swimming officials. The Officials Chair and meet host are responsible for locating and coordinating with an evaluator. The meet information should include the list of positions for evaluation during the meet and the process for requesting an evaluation. STX will pay costs related to the national evaluator travel to and from the meet, according to the financial assistance eligibility requirements for travel reimbursement in place at the time of the travel.
- G. STX (as coordinated by the Age Group Chair) will order, distribute, and pay for awards, bag tags, and banners used at LSC Championship meets.

VI. Contact Information as of ~~3/69/x~~/25: Please contact the correct individual listed below with any questions.

For questions about sanctions or sanctioning a swim meet, for submitting a meet for sanctioning or posting, or for questions about swimmer registrations:

Jessica Evans, Sanctions Chair, Registration Chair
P.O. Box 592793
San Antonio, TX 78259
210-479-0881 ~~x700~~
sanctions@stswim.org
Sanctions page on the STX website: [Click here](#)

For questions about meet recons or loading meets into SWIMS, and for sending meet recon files, Meet Referee reports, and Meet Manager meet results:

Didi Byerly, Regional SWIMS User, All Teams South of Austin including San Antonio, Corpus Christi, Victoria, Laredo, and the Valley:
swims.user.south@stswim.org

Jessica Evans, Regional SWIMS User, All Austin, Buda, and Kyle Area Teams and Teams North of Austin and all Open Water events held in STX:
swims.user.north@stswim.org

For questions about officials or officiating, and for sending the Meet Referee report ([example posted here](#)) after a sanctioned, observed, or approved meet's conclusion:

Marc Digby, Officials Chair

officialschair@stswim.org

Officials page on the STX website: [Click here](#)

For questions about observed meets and submitting applications for approval of observed meets:

Rick Allenstein, NTV Chair

ntvchair@stswim.org

Observed meets page on the STX website: [Click here](#)