



FIG-03/2013

# South Texas Swimming, Inc.

## Rules & Regulations and Policies and Procedures Manual

Last revision date

**September 25, 2023**

Revised to conform to legislation adopted by the STSI HoD  
prior to and on October 9, 2021

The mission of South Texas Swimming, Inc:

*“Empower all athletes to be successful in life by providing resources, equal opportunity, and organizational excellence.”*

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## I. Introduction

- A. These Rules & Regulations/Policies & Procedures (“Manual”) are provided to supplement the USA Swimming (USA-S) Rules and Regulations and to provide guidance to the South Texas Swimming, Inc. (STSI) community in the operation of Local Swim Committee (LSC) competitive and certain administrative activities.
- B. The day-to-day operations of STSI are generally governed and regulated by this Manual. Other operations are included in the separate Sanctioning Policies & Procedures and the Policies & Procedures Governing Officials.
- C. In those instances, or related issues where this Manual is unclear, the most current edition of the USA-S Rules and Regulations will apply.
- D. For matters that do not involve revisions to the USA Swimming Rules and Regulations or bylaws, this document may be revised by a simple majority vote at the Annual Meeting of the STSI House of Delegates (HoD) or by the Board of Directors (BOD).
  - 1. Revisions that may become necessary due to changes in USA Swimming requirements may be made by the BOD.
  - 2. The most current version of this document will be posted on the STSI website.
- E. In this document, the term “Member” is an Athlete or Non-athlete member of South Texas Swimming, in good standing.

## II. Fees, Fines, and Miscellaneous Charges

### A. Club Memberships

Renewing Club membership received by December 31st	\$95.00
Renewing Club Membership received on or after January 1st	\$195.00
Seasonal Club Membership	\$100.00
New Club Membership	\$125.00

### B. Meet Sanctions and Approvals

Sanctioned or Approved meet	\$25.00
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### C. Splash Fees

- 1. Each individual entry and relay entry that occurs at a sanctioned meet, sanctioned time trial, and sanctioned open water event, is assessed a splash fee of **\$1.25** per event by South Texas Swimming. All events at meets hosted by a South Texas Swimming team, except for some select meets including the Senior Circuit meets, Texas Age Group Championships, Age Group Zones, and national-level meets, are assessed splash fees.
- 2. Swims at observed meets within the jurisdiction of South Texas Swimming, such as UIL, NCAA, and masters meets, are not subject to splash fees.

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

**D. USA Swimming Athlete Registration (effective 9/1/2022)**

Premium Athlete (normal)	\$88.00
Outreach Athlete (outreach)	\$7.00
Seasonal Athlete (April 1 through Aug 28)	\$50.00
Flex Athlete	\$30.00

**E. USA Swimming Non-Athlete Registration (effective 9/1/2022)**

Non-athlete - Coach	\$83.00
Non-athlete - Official	\$83.00
Non-athlete - Other	\$83.00
Administrator	\$30.00
Life membership	\$1,015.00

**F. Fines and Other Fees Imposed for Cause**

**Note:** Payments to the LSC of invoiced or any other fees are due no later than 30 days from the invoice date or due date.

Unregistered or ineligible swimmer competing in a Sanctioned or Approved meet	\$100.00 <i>per swim</i> billed to meet host and due to STSI
Failure to submit a Hy-Tek Meet Manager SwmmBkup file to the Regional SWIMS User within 72 hours of a meet’s conclusion	\$75.00 billed to meet host and due to STSI
Failure to submit the Referee’s Report to the Officials Chair and Regional SWIMS User within 72 hours of a meet’s conclusion	\$75.00 billed to meet host and due to STSI
Failure to submit bid meet data for posting by November 30 (Short Course) and April 30 (Long Course), per day	\$50.00 billed to meet host and due to STSI
Teams’ monthly statement account balance are due in full 30 days from the date the statement was issued. Failure to pay within 5	\$100.00 billed to team and due to STSI

calendar days of being notified of a past due balance for any reason including non-payment, insufficient funds or rejected ACH transaction	
Failure to pay a team's monthly statement account balance in full within 10 calendar days of being notified of a past due balance for any reason including non-payment, insufficient funds or rejected ACH transaction	5% of balance due billed to team and due to STSI, suspension of account, registrations, and sanctions; existing sanctions will be revoked

**G. Other Late Fees:** Four-hour rule violations: Please see Section VII.

### III. Registration and Membership

- A. All USA swimming athlete and non-athlete registrations are completed through the USA swimming Online Member Registration (OMR). USA Swimming collects all South Texas membership dues when members complete and pay for USAS membership through OMR.
- B. All Athlete Members of USA-S are required to register annually. The athlete membership types are Premium, Seasonal, Flex, and Outreach.
- C. Outreach Swimmers: USA Swimming Athlete "Outreach" Registration is a Scholarship program for athletes whose families are currently in need of financial aid from their swimming Club to participate. The South Texas Swimming "Outreach" Registration policy provides an annual reduced registration fee for USA Swimming membership, provided the athlete's club gives a reduced monthly club fee. The Outreach Fee is currently \$7.00 per year. Outreach membership is completed in OMR through the outreach registration link. Teams are responsible for verifying need.
- D. Teams must complete club renewal through the USA swimming website annually. South Texas will bill each team for the STSI club membership fee through ST Team Unify.
- E. Clubs/teams are required to maintain their current club contact email address with the STSI Office so necessary information can be directed to the proper individual electronically. The club contact is responsible for distributing the information as needed to the proper individuals in their club.
- F. Contact information, to include email addresses, phone numbers, etc. for teams, coaches, STSI board members, officials, etc. may be posted on the STSI website only within the privacy guidelines promulgated by USA Swimming.

#### G. Important Notes for ALL Athlete Registrations

- Beginning in 2017, athlete cards will no longer be mailed from USA Swimming. Athletes can print their own USA Swimming membership card using the USA Swimming Deck Pass Plus app.
- All USA Swimming teams are required to keep Athlete Registration information on file in their records for three years. Do not mail or email the Athlete Registration Forms to the STSI Office.
- USA Swimming strongly encourages clubs to properly record the ethnicity of each athlete. Please make sure to check one of the ethnicity boxes in your database.
- USA Swimming requires that Disability Athletes be properly recorded in your team database so that the information correctly exports and uploads to the SWIMS database. If you have disability athletes, please correctly mark the specific disability in your database.
- USA Swimming requires that an entry be made in your database reflecting the citizenship of the athlete. Do not automatically assume that athletes are USA citizens. If you receive a foreign passport or visa as proof of name and age, chances are quite good that the athlete is not a USA citizen. Foreign birth

certificates require checking the box on the application form to determine a proper citizenship designation.

- For high school age athletes, USA Swimming requires a high school graduation date to be entered into your team database, so that information correctly exports and uploads to the SWIMS database.

#### IV. Meetings

- A. All meetings of the STSI House of Delegates (HoD) shall take place within the territorial jurisdiction of STSI and shall be audio recorded. The recording shall be maintained for at least three months after the minutes are approved by the HoD.
- B. The Annual Meeting of the HoD shall take place in September or October. No swim meets shall be scheduled within the LSC on the date(s) of the Annual Meeting.
- C. The location of the Annual Meeting will be held in San Antonio, on a date to be voted on at the previous year's House of Delegates meeting. The LSC will provide financial assistance to voting delegates traveling from more than 100 miles away from the HOD meeting who stay for the entire meeting and who apply for assistance. The process for documenting this request is the same as that outlined in Sections X.D.3 through X.D.5 of these Policies and Procedures.
- D. The STSI HoD or the Board of Directors (BoD) determines the location and time for all meetings of the HoD other than the Annual Meeting.
- E. The scheduling conference shall be conducted at the beginning of the Annual Meeting.
- F. In order to cast votes, all STSI teams must be registered for the upcoming year prior to the start of the Annual Meeting. Teams that did not attend the Annual Meeting may not host Sanctioned or Approved meets during the ensuing 12 months.
  - 1. For the 2021-2022 short course and long course seasons, the following clubs may not host meets for failure to attend the 2021 House of Delegates meeting: ATLS, CLAN, CLUB, FHD, GLAA, HOT, LIFE, MMA, PRGN, RUSH, SAS, and WHAC.
- G. Votes by club members at the Annual Meeting will be determined as follows. Each Group Member in good standing shall appoint from its membership the head coach (or alternate) and athlete representative (or alternate) to exercise the permitted number of votes listed in the chart below. The appointment shall be in writing, addressed to the Secretary of STSI and duly certified by the chief executive officer or secretary of the appointing Group Member. Group members with 5 or more votes shall name an athlete or athletes to vote 20% of the club's votes, as indicated in the chart below. The appointing Group Member may withdraw one or more of its Group Member Representatives or one or more of its alternates and substitute new Group Member Representative or new alternates by written notice, addressed to the Secretary of STSI and signed by the chief executive officer or secretary of the appointing Group Member. Voting strengths for Group Members shall be based on year-round registered athlete count. For all meetings, this count will be as of August 31 of a registration year. Allotment of representatives shall be according to the following formula:

Registered Premium and Flex Athletes as of August 31	Total Votes	Total Non-Athlete Votes	Athlete Votes
1-10	1	1	0
11-20	2	2	0

21-35	3	3	0
36-50	4	4	0
51-75	5	4	1
76-100	6	4	2
101-150	7	5	2
151-200	8	6	2
201 or more	Votes to increase at a rate of one (1) per each fifty (50) additional athletes. Athlete portion of those votes will be 20% rounded to the nearest whole number.		

A sufficient number of Athlete Members-at-large constituting at least 20% of the voting membership of the House of Delegates (representing the votes of the clubs who have no named athlete representatives based on the chart above) shall be appointed by the General Chair with the advice and consent of the Board of Directors. The At-Large House Members shall hold office from the date of the appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.

**H. Order of Business and Rules of Order:** At all meetings of the House of Delegates the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.

- Roll Call
- Reading, correction, and adoption of minutes of previous meeting
- Reports of officers
- Reports of committees and coordinators
- Presentation and approval of the annual budget
- Presentation and approval of the semi-annual financial review, when applicable
- Schedule of bid meets
- Elections
- Unfinished (old) business
- New business, resolutions, and orders
- Adjournment

**I.** STSI will fund the travel expenses for the STSI voting delegates to attend the USAS Annual Business Meeting as identified in Section XV C. South Texas Swimming will also fund members who are appointed or elected to serve as the Junior Coach Representative, the Junior Athlete Representative, (one) Athlete At Large Representative, the STSI Open Water Chair, the STSI Safe Sport Chair, and the STSI Officials Chair. STSI will also fund members serving on National or Southern Zone committees or USA Swimming subcommittees, including presenters at USA Swimming and USA Swimming Presidential appointments as at-large delegates to USAS Annual Business Meeting, if not funded by USA Swimming.

**1.** STSI will fund travel for up to three elected Athlete Representatives on the Board of Directors to attend the USA Swimming Annual Business Meeting. If any one of the elected Athlete Representatives cannot attend, STSI will not fund another individual to attend in his or her place, unless none of the elected Athlete Representatives can attend. In this case, the General Chair, with the advice and consent of the Board of Directors, will appoint one Athlete Member of STSI to attend the USA Swimming Annual Business Meeting and designate that Member as the athlete voting delegate for STSI.

**J.** An annual Strategic Planning Meeting will be held by the Board of Directors with invited guests prior to September 1st. The date of the meeting should be set no later than February 15th.

## **V. Scheduling and Sanctioning Procedures**

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

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

**B.** The following are bid meets, and only a simple majority vote of the teams assigned to a specific championship venue is required to award.

1. The STSI "B," "STX Championship," and "STAGS" short course and "STAGS" and "STX Championship" long course championships.
2. Other "last-chance" or specific qualifying meets as may come to be warranted and require conflict protection.
3. 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.

**C.** The following policies and procedures will be observed in the scheduling of all LSC meets.

1. The Senior Vice Chair will request all open meet bids prior to the Annual Meeting.
2. The Senior Vice Chair will prepare a draft calendar for use during the scheduling conference.
3. The members in attendance will vote to approve dates for all bid meets listed above.

**D. Sanctions**



1. South Texas Swimming Sanctioning and Approval Policies and Procedures are formulated in accordance with the USA-S Rules and Regulations and the information posted on the [Sanctions](#) page of the South Texas Swimming website.
2. Approved meets require special procedures and prior coordination and approval by the USA-S Program Operation Chair. Please contact the [NTV Chair](#) and/or the Sanction Chair for details.

## VI. Meet Policies and Procedures

- A.** All STSI competitions will be conducted in accordance with current USA-S Rules and Regulations as well as any supplemental rules that may be contained herein. Failure to comply with USA-S and/or STSI rules in the conduct of swimming meets may cause the host organization to become ineligible for future sanctions.
1. Any team in South Texas requesting a sanction to hold a dual, open, invitation or championship meet shall be Safe Sport Recognized prior to the sanction being granted.
- B.** If an athlete is allowed to swim in a Sanctioned or Approved meet without a valid USA-S ID number (i.e., an *unregistered* athlete) or without being eligible to swim in a meet (i.e., an *ineligible* swimmer, such as an athlete who has not completed the APT or a Flex athlete who has competed in the annual limit for the number of meets for the Flex membership type), a fine of \$100.00 *per swim* will be assessed to the meet host.
1. *Exception:* The meet host shall not be fined when the meet host submitted a timely meet recon to the SWIMS User and all athletes were reported as being approved to swim in the meet, and then a Flex athlete previously listed as approved competes in a meet during the time between the clear meet recon and the meet's start date, and subsequently becomes ineligible to compete in the meet.
  2. If and when the issue causing the ineligibility is remedied after the meet's official start time for any ineligible swimmer who is allowed to compete in a Sanctioned or Approved meet, the times for that ineligible swimmer may not be loaded to the SWIMS database at a later date (per the USAS Rules & Regulations Committee; the LSC may not waive or modify this rule).
- C.** The STSI Championship meets are specifically restricted to STSI registered athletes only.
- D.** Competitions conducted within STSI categorized as open, must accept entries from all USA-S and FINA athletes who are currently registered with either body.
- E.** Competitions conducted within STSI categorized as closed or invitationals must restrict entries to a single team or invited club or athletes.
- F.** Regardless of the categories noted above, competitions specified as *unclassified* may not impose qualifying time standards.
- G.** Meet hosts may impose qualifying time standards for entries into non-championship meets, but the associated Meet Information must specifically detail those time standards as well as how, when, and where the qualifying times must have been achieved and if proofs-of-time will be required. If proofs-of-time are required, the Meet Information must also specifically state what sources will be acceptable.

- H. Meet host teams will not be allowed to discontinue usage of the meet scoreboard as punishment for lack of volunteer support from one or more teams.

**VII. The Four-Hour Rule**

- A. Championship and Open Water Meets are exempt from the four-hour rule.
- B. Meets must be planned such that events for 12 & Under athletes can reasonably be concluded within four (4) hours. Sessions that exceed four hours are not in violation of the rule if properly planned.
- C. The rule does NOT apply to Open events even if swimmers 12 years of age or younger are entered.
- D. Measurement of the time duration applicable to this rule begins with the published meet start time of a session that offers 12 & Under events and ends with the conclusion of the last 12 & Under event of the day for the same gender or mixed gender.
- E. Under NO circumstances may a meet or meet session be terminated before all individual events have been concluded as a means of complying with the rule. Relays may be eliminated only if the meet announcement clearly states the conditions under which relays will be eliminated and whether relay entry fees will be refunded.
- F. Events that are scored multi-age are impacted by the rule if the multi-age scoring involves 12 and Under designations, such as 11-12, 10&U, 12&U, etc.
- G. Unavoidable delays of ten (10) minutes or more may be subtracted. However, definitive and detailed documentation of such occurrences is required in the Meet Referee’s Report.
- H. Meet Hosts that violate the Four-hour Rule are subject to fines as follows:

First 15 minutes in excess of <u>five</u> (5) hours	\$50.00
Each succeeding 15 minutes until the 6th hour	\$50.00
Each succeeding 15 minutes starting with the 6th hour	\$100.0

Examples:

Meet lasting 5½ hours fine is \$100.00

Meet lasting 6½ hours fine is \$400.00

**VIII. South Texas Swimming Championship Meets**

- A. The B Championships, STX Championships, and STAGS 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. During both seasons, the championship meets are designed to be optimally spaced two weeks apart (three meets over a total of four weeks).
- C. There may be more than one meet necessary at the “B,” STX Championship, and STAGS levels, depending on the numbers of swimmers expected to qualify for each level.

1. The entry deadline for the “B” and STX Championships will normally be 11 days prior to the start date of the meet(s). However, when the circumstances of the Meet Calendar warrant doing so, there *may* be a secondary entry deadline established *only* for newly qualifying swimmers at 6:00 PM on the *Monday preceding* the scheduled start date of the meet.
  2. The entry deadline for the STX Championships will normally be 12-noon of the Tuesday immediately following the “B” Championships. However, when the circumstances of the LSC Meet Calendar warrant doing so, there *may* be a secondary entry deadline established *only* for newly qualifying swimmers on the *Monday preceding* the scheduled start date of the STX Championship meet.
  3. The entry deadline for the STAGS Championship will normally be 12-noon of the Tuesday immediately following the STX Championships. However, when the circumstances of the LSC Meet calendar warrant doing so, there *may* be a secondary entry deadline established *only* for newly qualifying swimmers on the *Monday preceding* the scheduled start date of the STAGS Meet.
- D. Every athlete must have the required qualifying time for Championship Meets and qualify for every event at the meet’s qualifying time standard.
1. “Bonus” entries will not be permitted, i.e., entering swimmers must have achieved the qualifying time for *every* event entered.
  2. Exhibition swims are not permitted.
  3. All entry qualifying times must be provable via SWIMS.
  4. The entry limit for B Champs is four events per day and seven events total for the meet. The entry limits for the STX Champs and STAGS meets is three events per day and seven events total for the meet. Time trials, if offered by the meet host, are subject to the daily and meet event entry limits. 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.
  5. Disabled athletes may enter STAGS based on the current LSC Para Motivational time standards in effect as of the meet start date, based on the swimmer’s age as of the first day of the meet. Paralympic athletes with the appropriate Para qualifying times may compete at the STAGS meet, regardless of age. Athletes older than 18 years old as of the meet state date are limited to swimming individual events in prelims sessions only. When competing in timed finals events, athletes older than 18 years old will be marked as “exhibition” so as not score.
- E. The B Champs meet will be conducted as timed finals and will be seeded and swum in the traditional USA Swimming age groups, i.e., 10 and under, 11 and 12, 13 and 14, and 15 through 18. The qualifying time for the B Champs meet is the current NAG B time, in any course.
- F. The STX Championship short and long course meets will be formatted as preliminaries and finals with both a Championship and Consolation heat in finals, except as noted in the meet information. The qualifying time for the STX meet is the current NAG BB time, in any course for the following age groups: 10 & u, 11-12, 13-14 & 15-18. The qualifying time for athletes 17-18 will be the 15-16 time standard for each gender. The qualifying time for the long course meet is the current NAG B and BB time, in any course.

- G.** The STAGS meet will be formatted as preliminaries and finals with both a Championship and Consolation heat in finals, scored to 16 places, except as noted in the meet information. The preliminary sessions will be seeded only by time and gender, in a circle-seeded format, with ~~two~~ heats advancing to finals in each age group as noted in the meet information. The current USA Swimming scratch rule will be in effect for no-shows in finals, but a DFS (declared false start) is not permitted. 1. For the short course and long course championship meets, all events 400 meters and longer will be deck seeded after positive check in and will utilize fastest to slowest seeding. 2. For the STAGS meet, preliminary events will swim slowest to fastest, age combined, and by gender, unless otherwise noted in the meet information. 3. Events 400/500 at STAGS will be timed finals for 10&U and prelims/finals with an A final only by age group for 11-12, 13-14, 15-16, and 17-18. 4. All events at STAGS will require the current A or faster time standard for the following age groups: 10&U, 11-12, 13-14, 15-16, and 17-18. Finals will be conducted in these same age groups.
1. For the short course and long course championship meets, all events 400 meters and longer will be deck seeded after positive check in and will utilize fastest to slowest seeding.
  2. For the STAGS meet, preliminary events will swim slowest to fastest, unless otherwise noted.
- H.** For the STX meets, the finals sessions will be swum in traditional age groups, i.e., 10 and under, 11 and 12, 13 and 14, and 15 through 18. The current USA Swimming scratch policy will be in place for no-shows in finals, but a DFS (declared false start) is not permitted. 1. All Championship Meets are scored to 16 places, except as noted in the meet information. 2. The 15-16 and 17-18 age groups are combined into a single 15 through 18 group. The qualifying time for athletes ages 17-18 will be the 15-16 time standard for each gender. Awards will be made for a combined 15 through 18, not individual age groups.
1. All Championship Meets are scored to 16 places.
  2. The 15-16 and 17-18 age groups are combined into a single 15 through 18 group. Awards will be made for a combined 15 through 18, not individual age groups.
- I.** Meet Information for any bid meet in STSI 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.
  3. The sanctioned meet information for STSI Championship Meets must be submitted to the Sanction Chair by November 30 for the short course season and by April 30 for the long course season to avoid fines.
- J.** For the B Championship/Summer B Championship meets, all events will be timed finals and will swim in the traditional age groups, i.e., 10 and under, 11 and 12, 13 and 14, and 15 through 18. 1. All Championship Meets are scored to 16 places, except as noted in the meet information. 2. The 15-16 and 17-18 age groups are combined into a single 15 through 18 group. The qualifying time for athletes ages 17-18 will be the 15-16 time standard for each gender. Awards will be made for a combined 15 through 18, not individual age groups.
- K.** When time trials are offered, it is the decision of the host team whether athletes must be entered in the STSI Championship Meet. They must present their USA Swimming ID 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 STSI Championship Meet.

- L. The STAGS short course and long course meets are designated as national qualifying meets for South Texas Swimming officials. The meet host is 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. STSI 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.
- M. STSI (as coordinated by the Age Group Chair) will order, distribute, and pay for awards, bag tags, and banners used at LSC Championship meets.

## **IX. Management of Meets**

### **A. Pre-Meet Considerations**

1. STSI meets must be named using the following format: (Year) (LSC) (CLUB CODE) (Meet Name) (for example, 2022 ST XYZ Best Swim Meet). When the meet is observed or approved, the notations "OB" or "AP" shall be inserted after the LSC code ("ST").
2. Meet entry deadlines should be established to ensure there is a *minimum* of five days between the entry deadline and the start date of the meet. This lead time is necessary in order to ensure there is adequate time to reconcile (recon) the meet entries with the Registration (SWIMS) Database.
3. The Meet Host shall electronically forward the meet entry file, in the proper Hy-Tek or Team Unify format, to the Regional SWIMS User following the meet entry deadline for the pre-meet recon. A pre-meet recon catches the unregistered swimmers, incorrect IDs, and club affiliation problems BEFORE the meet starts.
4. Athletes must be registered the day prior to the meet start date.
5. The meet host shall ensure that all athletes, officials, coaches, and any other applicable meet personnel at the meet are current USA Swimming members in good standing as of the inclusive meet dates.
6. Late entries, if allowed by the Meet Host and clearly stated in the Meet Information, must provide proof of USA-S registration before they are allowed to compete. The meet host is responsible for verifying that all athletes entered are current members of USA-S and eligible to compete.
7. The Regional SWIMS User executes the recon and sends a copy of the report to the Meet Host and the LSC registrar detailing any registration errors requiring correction.
8. The Host Team is responsible for notifying attending teams of any identified registration issues. The decision to allow an athlete to swim while a registration is pending is made by the Host Team.
9. Host Teams are responsible for correcting ID number and club affiliation problems in the Meet Manager database prior to the start of the meet.

10. Any swimmer may request to participate in any meet they choose as an unattached (UN) swimmer, even if the swimmer is currently attached to a club. Prior to the start, or during the course of a meet, any swimmer may declare himself or herself to the Meet Referee as “Unattached,” meaning he or she has no specific club affiliation. This affiliation change must appear in all final results. Such requests may not be refused.

## **X. Financial Assistance**

The goal of the financial assistance program is to provide South Texas Swimming Members with travel funds for events approved by the HoD and the BoD. The HoD and the BoD may consider specific circumstances that are not clearly identified in this policy.

**A. General Eligibility Policies:** To qualify for financial assistance, the member:

1. Must be a registered Member with STSI and USA-S at the time of the event.
2. Must participate in the event as a representative of STSI.
3. Must maintain a permanent residence within the geographical boundaries of the ST LSC at the time of the event.
4. Must submit all requests for assistance/reimbursement with all required supporting documentation to the ST Treasurer by the posted deadline. If no deadline is specified for an event, the request must be received within 60 days of the event.
5. If Members are receiving funds from any sources (e.g. USA Swimming, Southern Zone Swimming, sponsors, other LSCs, or the member’s club) other than family contributions for the same event for which they are requesting financial assistance, they must declare the reimbursement or expected reimbursement. Under no circumstances will reimbursement from other sources combined with financial assistance from STSI exceed the total cost to the Member.
6. Expenses specifically excluded from assistance/reimbursement are souvenirs (such as meet t-shirts and heat sheets), team gear and other clothing purchases (such as warm-ups or other uniforms) unless purchased by the LSC for an LSC sponsored travel meet, entertainment expenses, personal expenses not related to travel/purpose of trip, ticket fees for spectators, fees to replace lost credentials, and expenses for a spouse/guest. When loyalty awards are used for travel (such as airline frequent flier miles, hotel free stay programs, credit card loyalty rebates, or similar reward programs), they will have no cash value for reimbursement by STSI.

**B. National Competition Financial Assistance:** STSI will assist Members for expenses associated with competition on the national level.

1. STSI shall establish an annual budget for National Competition Financial Assistance . The budget shall include separate amounts each for athletes, coaches, and officials. The total budgeted amount shall be divided between short and long course season. Any unused budget for short course season shall be made available for long course season. At the end of the long course payout cycle, any amount remaining in any of the athlete, coach, and official financial assistance budgets shall be combined and disbursed pro rata to any financial assistance applicants who did not receive the full requested amount of financial assistance. This aggregate remaining budget amount will first be used to fund athletes fully if possible, then to fund coaches fully if possible, and then to fund officials fully if possible

2. A list of specific meets eligible for assistance under this section for the next twelve months will be approved and posted as part of the annual budgeting processing each year. The list shall specify which meets are eligible for short and long course seasons.

### 3. Requirements for all Members

- a. Short course season requests are due on or before March 31. Long course season requests are due on or before September 15.
- b. Members are eligible for financial assistance for up to two events during each calendar cycle from September 1 through the following August 31. Exception: In cycles when U.S. Olympic Trials are contested, Trials are eligible as a third event for assistance.
- c. Assistance caps, daily or otherwise, for each event shall be published with list in Section 2 above.
- d. Assistance checks for attached athletes and coaches will be issued to the Member's club. Assistance checks for officials or unattached athletes and coaches will be issued directly to the Member. Club attachment is determined based on the date of competition.
- e. Members must make their own travel arrangements.
- f. Members will be assisted at a flat rate per day equal to the published federal GSA per diem rates for lodging AND M&IE for the meet location. First day/last day limitations will apply for the M&IE rate. No assistance will be made for other expenses including transportation, parking, and entry fees.
- g. For competition held within the state of Texas, the flat assistance rate will be reduced to half the GSA published rates specified in X.B.f. Members will not be eligible for any assistance for competition within 50 miles of their home address.

### 4. Specific Eligibility Guidelines for Athletes

- a. Eligible days for athlete assistance are calculated from the day of the athlete's first event to the day of the athlete's last event, plus one day. If the athlete scratches from an event (with a SCR, DFS, or NS in prelims), it does not count as an event for purposes of this policy. Relay-only swimmers are not eligible for financial assistance.
- b. Time trial events are not considered to be individual events for the purposes of determining the number of approved days at the meet. Entry fees for time trial events are not assisted under this policy.
- c. The Athlete Member must declare funding from any other sources (excluding family contributions) as part of the financial assistance request.
- d. Athletes who are high school seniors or younger, and holding an annual USA-S/STSI registration, are eligible for the maximum assistance as follows:
  - i. 25% of adjusted, eligible expenses for eligible meet(s) after 365 days of registration in STSI. All athletes that transfer to South Texas due to a family military transfer will receive 25% of adjusted, eligible expenses for eligible meets immediately through their first two years of registration.
  - ii. 50% of adjusted, eligible expenses for eligible meet(s) after their second full year of registration in STSI.
  - iii. 75% of adjusted, eligible expenses for eligible meet(s) after their third full year of registration in STSI.
  - iv. 100% of adjusted, eligible expenses for eligible meet(s) after their fourth or more full years of registration in STSI.

- e. Financial assistance eligibility for athletes participating in NCAA, NJCAA, or NAIA programs (defined as “collegiate athletes”) or athletes not participating in a collegiate program (defined as “non-collegiate athletes”) is determined as follows:
  - i. Collegiate or non-collegiate athletes who were never a Member of STSI prior to September 1 following the date of their high school graduation are ineligible for financial assistance, even if they are currently a Member of a South Texas Swimming club or were previously eligible for reimbursement as of October 11, 2015.
  - ii. Collegiate or non-collegiate athletes are ineligible for financial assistance for events occurring from September 1 to May 31 of any calendar year.
  - iii. Collegiate or non-collegiate athletes may be considered eligible for financial assistance during the period June 1 through August 31 of each calendar year, provided they are a member of, training with, and representing a South Texas Swimming Member club at the time of the event or the collegiate or non-collegiate athlete is an Unattached Member of South Texas Swimming. Verification of the athlete’s training status with a STS member club may be requested from the club.
  - iv. Collegiate or non-collegiate athletes who were members of STSI as of September 1 following the date of their high school graduation are funded based on the athlete’s eligibility as of September 1 of the year the athlete graduated from an accredited high school (or accredited home school) that is located within the geographic boundaries of South Texas Swimming. The assistance percentage as determined on September 1 following the date of high school graduation will be locked in and used throughout the athlete's collegiate eligibility period, as follows:
    - 1. Collegiate or non-collegiate athletes who were registered with STSI for any four full years as of September 1 following the date of high school graduation are eligible for the maximum assistance as determined by the HoD.
    - 2. Collegiate or non-collegiate athletes who were registered with STSI for any three full years as of September 1 following the date of high school graduation are eligible for 75% of the maximum assistance as determined by the HoD.
    - 3. Collegiate athletes or non-collegiate who were registered with STSI for any two full years as of September 1 following the date of high school graduation are eligible for 50% of the maximum assistance as determined by the HoD.
    - 4. Collegiate athletes or non-collegiate who were registered with STSI for any one full year as of September 1 following the date of high school graduation are eligible for 25% of the maximum assistance as determined by the HoD.
    - 5. The financial assistance eligibility period for collegiate and non-collegiate athletes will end on September 1 of the last year of their college eligibility or on September 1 following the fourth year after the high school graduation date, whichever comes last.
- e. Athletes who are age 19 years or older are not eligible for any financial assistance from South Texas Swimming, unless they are eligible for assistance as a high school (or younger) athlete (see Section XVII.B.5.d) or a collegiate or non-collegiate athlete (see Section XVII.B.5.e).

## **5. Specific Eligibility Requirements for Coaches**

- a. Eligible days for coach assistance are calculated from the first day of an individual event of a coach’s athletes to the last day of an individual event of a coach’s athletes, plus one day (consistent with section 4 above). The coach must be coaching at least one eligible athlete to request assistance..



- b. Only one coach from a club may be assisted per 14 eligible athletes (rounded up, e.g. 17 athletes allows 2 coaches) competing. For the purposes of this section, a “club” is defined as a “club code” and separate club locations are not considered as separate clubs.
- c. Coaches are eligible for the maximum assistance as follows:
  - i. 25% of adjusted, eligible expenses for eligible meet(s) after 365 days of coach registration in USA-S.
  - ii. 50% of adjusted, eligible expenses for eligible meet(s) after their second full year of coach registration in USA-S.
  - iii. 75% of adjusted, eligible expenses for eligible meet(s) after their third full year of coach registration in USA-S.
  - iv. 100% of adjusted, eligible expenses for eligible meet(s) after their fourth or more full years of coach registration in USA-S.

## 6. Specific Eligibility Requirements for Officials

- a. Eligible days for official assistance are from the first day of USA-S-defined responsibilities at the meet, to the last day of USA-S-defined responsibilities at the meet, plus one day. For example, working time trials sessions held the day after the conclusion of the meet will count as a separate day in terms of calculating assistance.
- b. Requests for assistance with total days officiating must be approved in writing and in advance by the Officials Chair.
- c. The official must work a minimum of five sessions at an STSI Sanctioned or Approved meet during the season assistance is requested to be eligible for financial assistance during that season.
- d. Officials are eligible for the maximum assistance as follows:
  - i. 25% of adjusted, eligible expenses for eligible meet(s) after 365 days of registration in STSI.
  - ii. 50% of adjusted, eligible expenses for eligible meet(s) after their second full year of registration in STSI.
  - iii. 75% of adjusted, eligible expenses for eligible meet(s) after their third full year of registration in STSI.
  - iv. 100% of adjusted, eligible expenses for eligible meet(s) after their fourth or more full years of registration in STSI.

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

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

- Travel, meals, or other meet expenses.
- Fees for USA Swimming sanctioned meets held outside of the LSC

**4. Reimbursement Procedure**

- a. Teams and/or athletes are required to register and pay for all entries in accordance with the procedures as posted in the meet notice.
- b. Following the meet, the athlete (or parent) must request reimbursement, using the designated form, including detail of meets, dates, events and fees for which reimbursement is being requested.
- c. The Treasurer will verify competition information from USA-S database, fee information from published meet information, and Outreach registration status with the STSI registrar.
- d. Athletes may file for reimbursement on a quarterly, semi-annual, or annual basis however all requests for reimbursement must be received by January 15th of the following year.
- e. Reimbursement checks will be made payable to the club and forwarded to the address on file with the STSI Executive Secretary.

**D. USA-S Annual Business Meetings, USA-S Travel and Other STSI Official Travel:** STSI will reimburse Members for expenses associated with travel for LSC or USA-S business or organizational development.

1. Events eligible for reimbursement include STSI representation at meetings, workshops, seminars, conventions, annual business meetings, and other relevant activities, when approved by the appropriate STSI Officer or Committee Chair and funds for such travel have been allocated in the STSI budget. This includes travel to the USA-S conferences sponsored by USA-S when approved in advance by the HoD or BoD. Also included is travel by the Age Group Vice Chair to attend the Texas Age Group Swimming/TSA meeting and the Southern Zones meet (if not already covered as a Zones coach).
2. Members must make their own travel arrangements.
3. Reimbursement checks will be issued directly to the Member.
4. All requests for reimbursement should be submitted with the designated form and are due within 60 days of the last day of the event.
5. Expenses eligible for reimbursement and associated documentation requirements are listed in the table in section I. below.

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

1. Coaches selected to coach at LSC sponsored *travel* meets or camps (e.g. Zones, Open Water Zones, Texas Select Camp) will have all travel arrangements made and paid for by the LSC. Individual expenses will not be reimbursed.
2. Coaches selected to coach at LSC sponsored *travel* meets or camps will receive a travel stipend, which will be set by the annual LSC operating budget.
3. Coaches selected to coach at non-LSC sponsored travel meets or camps (e.g. National or Zone Select Camp, USA-S or Zone Diversity Camp) must be approved for reimbursement by the BoD prior to travel.
  - a. Members must make their own travel arrangements.
  - b. Reimbursement checks will be issued directly to the Member.
  - c. All requests for reimbursement should be submitted with the designated form and are due within 60 days of the last day of the event.

- d. Expenses eligible for reimbursement and associated documentation requirements are listed in the table in section I. below.

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

1. Athletes selected to compete at/attend LSC sponsored *travel* meets or camps (e.g. Zones, Open Water Zones, Texas Select Camp) will have all travel arrangements made and paid for by the LSC. Individual expenses will not be reimbursed.
2. Athletes selected to compete at/attend LSC sponsored *travel* meets or camps may be charged a per-person fee to cover travel expenses, which will be set by the annual LSC operating budget.
3. Athletes selected to compete at/attend non-LSC sponsored travel meets or camps (e.g. National or Zone Select Camp, USA-S or Zone Diversity Camp) must be approved for reimbursement by the BoD prior to travel.
  - a. Members must make their own travel arrangements.
  - b. Reimbursement checks will be issued directly to the Member.
  - c. All requests for reimbursement should be submitted with the designated form and are due within 60 days of the last day of the event.
  - d. Expenses eligible for reimbursement and associated documentation requirements are listed in the table in section I. below.
  - e. Athlete financial assistance is limited to \$300 per athlete against actual out of pocket travel costs.

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

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

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

1. Officials must have completed their certification and initial training to be eligible for reimbursement of fees. Certification status will be verified with LSC Officials' Roster or with the Officials Chair.
2. For new officials, registrations fees will be reimbursed upon completion of their certification. The newly certified official should request reimbursement from the Treasurer.
3. For existing officials, registration fees will be paid directly by the LSC upon Registrar's receipt of a renewal application. Existing officials should not pay their own registration fees.

4. BGC fees will be reimbursed for any eligible (certified) official. The official should request reimbursement from the Treasurer
5. Reimbursement checks will be issued directly to the Member.
6. All requests for reimbursement should be submitted within 60 days of the expense (or within 60 days of completing certification).

**I. Table of Reimbursable Expenses (see also X.B.f)**

<b>Expense</b>	<b>Comments</b>	<b>Eligible Reimbursement &amp; Required Documentation</b>	<b>Event Specific Notes</b>
Airfare	Includes taxes, ticket upgrades, change fees, baggage fees, and other customary airline charges. May reimburse airfare OR non-local mileage, not both.	Reimbursable. Provide airline receipt(s).	
Mileage	Fuel charges are not reimbursed. May reimburse airfare OR non-local mileage, not both.	Reimbursable at current IRS mileage rate. Provide Google Map calculated distance.	
Rental car, shuttle, or ride-share for local ground transportation	Includes any taxes, fuel charges, gratuity	Reimbursable. Provide rental car, shuttle or ride-share receipt.	
Parking and toll fees		Reimbursable. Provide receipt or Member's statement of cost.	
Hotel/lodging expense	Lodging will be reimbursed at the federal GSA Lodging per diem rate for the travel destination. (See exception for USA/LSC travel.)	Reimbursable (for eligible days). No receipts required.	If group arrangements were made (e.g. USA-S Annual Business Meeting), they will be prepaid by the LSC (preferred) or reimbursed to the Member at actual lodging costs.
Meals and incidental expenses	M&IE will be reimbursed at the federal GSA M&IE per diem rate for the travel destination. Limitations on first/last travel day will apply.	Reimbursable (for eligible days). No receipts required.	If food was provided by the event host, the LSC requests that the Member report which meals were provided so those per diem amounts can be deducted from the reimbursement.
Meet Entry Fees	Meet fees are included in the per-diem for the meet, based on location. See X.B.f.		
Annual Business Meeting / Workshop / Camp Registration Fees	Only registration fees for the Member attending with STSI approval will be reimbursed.	Reimbursable. Receipt required.	If group arrangements were made (e.g. USA-S Annual Business Meeting), they will be prepaid by the LSC (preferred) or reimbursed to the Member at actual costs.

## **XI. Accounting**

STSI is required to operate properly in order to efficiently protect STSI and its staff and volunteers from the risks of malfeasance and other fiduciary improprieties. These policies and procedures must be rigorously followed if STSI is to effectively serve its primary mission in support of the growth and development of the swimming community. The Finance Vice Chair shall oversee the routine account functions of the LSC.

### **A. Deposits and Records**

1. The Office of the STSI Executive Secretary shall have the following duties and responsibilities regarding the finances of STSI.
  - a. Prepare, deposit, and record all cash and checks received.
  - b. All deposits shall be made into the STSI general accounts.
  - c. Deposits shall be made on a regular and timely basis, but no less frequently than once per month.
  - d. Receipted deposit slips will be maintained as a permanent record of all transactions.
  - e. All incoming funds (checks, cash, etc.) shall be promptly recorded into the current accounting software system of STSI.
  - f. A copy of all deposits, in electronic format, shall be provided by the receiving financial institution to the Treasurer after each deposit is made.
  - g. Documents that may accompany monies for deposit will be sorted and appropriately managed for filing or archiving as necessary.
  - h. STSI will impose a service charge of \$100 for any check deposited, which is later returned for insufficient funds or a closed account.
    - 1) Clubs or individuals who fail to make good on returned checks and pay the service charge will be referred to the STSI Board of Review for action.

### **B. Disbursements**

1. Physical control of all checks executed by STSI will be exercised by the Treasurer.
2. STSI personnel shall not have signature authority for STSI checks, unless the individual also holds the office of STSI Treasurer.
3. All invoices and reimbursement requests will be properly entered and otherwise managed within the current STSI accounting system.
4. Original receipts, invoices, or similar documentation must accompany each reimbursement request and no payments will be processed without the documentation specified.
5. Approvals for payment will be deemed granted if the requested amount is within the current year approved STSI budget and not yet spent or obligated. The STSI BoD must approve any request for payment in excess of the remaining unspent budgeted amount.

6. The Treasurer is responsible for preparing checks based on received invoices and reimbursement requests, and the documentation for such payment will be maintained appropriately. In addition, the Treasurer is required to send with each reimbursement check documentation as to what is reimbursed by category.
7. Unless the STSI BoD determines otherwise, the Treasurer and the General Chair are authorized to sign checks for STSI under the following constraints:
  - a. Checks for amounts of \$5,000 or less shall require one authorized signature; checks for more than \$5,000 shall require two authorized signatures.
  - b. In lieu of two signatures, email documentation may be utilized if it specifically states the amount and purpose of the check.
8. Reimbursements to Members for services (e.g. stipends for travel meet coaches) WILL NOT be provided until complete, accurate, and proper tax and receipt documentation have been submitted to the STSI Treasurer.
  - a. The specified documentation is a mandatory requirement and must be in the hands of the STSI Treasurer not later than 60 calendar days after the completion of the competition for which reimbursement is sought.
9. The general bank accounts of STSI shall be reconciled by the Treasurer on a monthly basis.
  - a. The monthly reconciliation (statement) will be reviewed and signed by the Finance Vice Chair and the Admin Vice Chair, and sent to the Board of Directors for review.
  - b. The monthly bank statements will be sent directly from the bank to both the STSI Treasurer and General Chair.
10. In accordance with best financial practices, members with signing privileges on STSI accounts should not write checks directly to themselves and sign the checks on behalf of STSI.
11. The practice of paying for budgeted items on behalf of STSI and seeking reimbursement should be strongly discouraged in favor of STSI making payments for budgeted expenses directly from the STSI financial accounts. This practice should include, but not be limited to, Zones, Open Water Zones and other open water events, HoD expenses, USA Swimming Annual Business Meeting expenses, Swimposium expenses, and other expenses that are budgeted in advance.

### **C. Reports**

1. The STSI Treasurer will prepare a monthly report of profit and loss, overall balance sheet, and actual income/expenses compared to annual budget. The report shall include monthly values, as well as year-to-date totals.
  - a. This report will be presented to the BoD or the HoD at the next regularly scheduled meeting.
2. The STSI Treasurer, with the assistance of an outside financial advisor if necessary, will prepare and file all income and payroll tax return(s) for STSI, based on the approved financial statements. The annual tax return must be reviewed and signed by the Finance Vice Chair.

3. The STSI Treasurer will submit a copy of all pertinent financial reports and records to USA Swimming.

#### **D. Expenses**

##### **1. Payments to vendors:**

- a. Vendors must submit an itemized invoice for payment.
- b. All payments will be issued only by the Treasurer.
- c. Prior to paying an invoice, the Treasurer shall verify that the specified goods or services were delivered in good order to the responsible STSI representative.

##### **2. Purchases:**

- a. When purchasing STSI equipment, services, or supplies estimated to cost more than \$1,000, STSI will obtain no less than three (3) bids or price quotations.
  - 1) Whenever possible, at least two (2) of these bids will be solicited from vendors located within the boundaries of the LSC.
  - 2) The business should be awarded to the most appropriate bid, which may or may not be the lowest price.
  - 3) Expenses purchased each year for the same purpose from the same vendor (e.g. championship awards), may be exempt from the requirement for bidding so long as competitive bids have been sought at least once in the last three years.
  - 4) For travel expense (e.g. transportation for an LSC sponsored travel meet), the use of travel agent or online price comparison utility shall be considered adequate for meeting the three-bid requirement.
  - 5) To avoid real or apparent conflict of interest, goods and services should not be purchased from any LSC Board or Committee member, or family member thereof without prior approval from the BoD.
- b. Bids for equipment, services, or supplies totaling over \$5,000 will be submitted by bid.
- c. Purchases of equipment, services, or supplies totaling less than \$1,000 may be made by the appropriate STSI representative when such purchase has been provided for in the STSI budget. Requirements may not be separated in order to stay under the \$1,000 limit. For example, if 50 t-shirts are ordered in each of three colors, the requirement is for 150 t-shirts and competitive bids must be sought.

#### **E. Credit/Debit Cards**

- a. Credit or debit cards against STSI accounts may be provided to the Age Group Chair, Open Water Chair, Treasurer, and their designees.
- b. Members other than the Treasurer holding STSI credit/debit cards may only use them for the purchase of goods and services specifically budgeted for the LSC annual budget in their area of responsibility.



- c. The Treasurer may use an STSI credit/debit card as a convenience for the purchase of any goods and services that could otherwise be paid for by a check drawn against STSI accounts.
- d. Credit/spending limits will be set for each cardholder appropriate to their expected use.
- e. Members holding STSI credit/debit cards are solely responsible for providing receipts for all charges against that card. If the Member fails to provide receipts, the Member may be held personally responsible for the charges.
- f. If credit cards are used, credit card accounts must be reconciled monthly and reconciliation provided for monthly review with other bank accounts.

## **XII. Financial Planning and Oversight**

The Finance Vice Chair shall be responsible for financial planning and budgeting for the LSC, as well as for providing review and independent oversight of the accounting functions of the Treasurer. The Finance Vice Chair will not personally participate directly in the LSC accounting.

### **A. Budgeting**

1. The Finance Vice Chair shall chair the Budget Committee
2. The Budget Committee shall prepare a budget of the LSC's incomes and expenses for each calendar year.
3. The annual budget shall include any plans for additional investment contributions.
4. The annual budget shall include any plans for use/withdrawal of investment funds.
5. The annual budget shall be approved by the HoD prior to the start of each calendar year and provided to the Treasurer.
6. The annual budget may be adjusted during the year by the BoD.

### **B. Audit and Review**

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

### **C. Investment Management**

1. The Finance Vice Chair shall chair the Investment Committee.
2. The Investment Committee shall maintain a separate Investment Policy document, change to which shall be approved by the BoD. The document shall include:

- a. Selection of investment service providers and allowed fees
  - b. Approved and disallowed investment options
  - c. Policy for how the Treasurer may access investment funds, and under what circumstances unbudgeted funds may be withdrawn from investment funds
3. The Investment Committee shall report goals, proposed policy changes, and investment funds use and performance to the BoD at least annually.

### **XIII. Southern Zone Championships**

- A. USA-S has divided all of the LSCs into four geographical Zones. STSI is assigned to the Southern Zone. When STSI participates in the Zone Championships, the following procedures will apply:
  1. Meet staffing
    - a. The Zone Team's Head Coach will be the STSI Age Group Vice Chair or designee.
    - b. A Zone Meet Coordinator (ZMC) may be named by the Head Coach within 15 days of her/his selection whose name will appear in the minutes of the HoD should the Head Coach request assistance with the organization and logistics of the Zone trip.
    - c. The ZMC and/or the Head Coach is responsible for all arrangements for team selection, travel, meals, lodging, equipment, uniforms chaperones, recreational opportunities, etc.
      - 1) The responsible parties may form a task committee of volunteer coaches and/or parents to assist these efforts.
      - 2) A comprehensive report as to the status of these responsibilities, including staffing, itinerary and estimated costs will be presented to the HoD.
    - d. The Zone Head Coach will select the assistant coaches.
      - 1) The coaching staff will consist of no more than six (6) assistants and the Head Coach. The Head Coach may choose to include fewer assistants as team size may dictate.
      - 2) Each assistant will be assigned responsibility for an age group, 11-12, 13-14 women and men. The assistant coaches are responsible for assisting in the selection of swimmers for their particular age group, internal communication, and selection of events.
      - 3) The coaches are required to travel with the Zone Team and, in addition to their coaching duties, serve as chaperones.
      - 4) Each coach is responsible for preparation of entries for their age group utilizing data obtained from athlete applications and results of previous competitions.
      - 5) Entry times must be updated to reflect TAGS and/or Sectional performances.
      - 6) All entries must be submitted to the Head Coach or designee for formal entry into the Zone Meet.
    - e. One (1) volunteer chaperone will be solicited at the time of final Zone Team selection.

- 1) Duties and responsibilities of the chaperone most likely will vary, depending on the location of the meet and will be developed jointly by the Head Coach and, if utilized, the ZMC. They will be specified in detail when the solicitation process begins.

## 2. Zone Team Selection

- a. The selected team will number no more than 54 athletes: Twelve each 11-12 and 13-14 men and women and six disability athletes (three men and three women).
  - 1) (HoD, 9/29/13) The top six disability athletes will be selected to compete in Zones. A swimmer's disability must satisfy the definition of a disability as outlined by USA Swimming rules and regulations. These swimmers with disabilities are in addition to the permitted 48 swimmers and are not required to meet the time standards for their age groups/events. However, they must provide a time for each event they enter. Swimmers with disabilities may compete in finals, earn awards, and score points for their team in the same manner as the able-bodied swimmers.
- b. Final selection will be made by the Zone Team coaching staff.
- c. (HoD, 10/11/15) Swimmers must apply for inclusion and pay a required application fee. The fee is a flat rate per athlete, as determined by the HoD or BoD, based on the location of the Zones meet.
- d. Applicants may use only long course times from the previous season up to the Zones meet start date. Only long course times will be considered!
- e. The best eight applicants in each age group will be selected, taking into account times achieved, demonstrated versatility, behavior, and likely contribution to the team's efforts. The Head Coach may choose to utilize a point system to aid in the selection process if deemed necessary.
- f. All applicants must be currently registered with USA-S/STSI. If any applicant has not represented STSI in Sanctioned or Approved competition during at least the past year, they will be required to pay for the total amount of their trip if selected.
- g. In addition to completion of a Zone Team Application utilizing only long course times, swimmers must also 1) complete a medical release form, 2) have it signed by a parent or guardian and 3) notarized, and 4) sign the Code of Conduct.
- h. A roster of the STSI Zone Team will be posted on the STSI website at the earliest possible time following the application deadline and completion of the selection process.
- i. The application fee is fully refundable for any swimmer not selected.
- j. Application fees from swimmers who are selected and later elect, for any reason, not to participate will not be refunded.

## 3. Zones Team Uniform

- a. The Zones Team Uniform will be established by the Age Group Vice Chair for the athletes and coaches. At a maximum, the athletes will be outfitted with no more than one shirt per each day of full competition; a backpack, a swimsuit, a towel, and swim caps. At a maximum, the coaching

staff will be outfitted with no more than one collared shirt or t-shirt for each full day of competition.

- b. Athletes and coaches are expected to wear the designated “uniform of the day” in order to present the team as a unified entity.
- c. All uniform items shall be purchased in accordance with the STSI purchase policy. Competitive bids shall be obtained when the appropriate cost ceilings are expected to be exceeded. Requirements may not be separated in order to avoid the cost ceilings.
- d. Any purchases for athletes or coaches not documented in this paragraph require approval from the BoD prior to being ordered.

#### **XIV. STSI Open Water Team**

- A. STSI will sponsor an Open Water Team with up to 32 STSI athletes to attend the Open Water Festival and Open Water Zones. The cost for athletes will be a flat rate per athlete, as determined by the HoD or BoD, based on the location of the meet. Up to 32 athletes in the distance events for each age group and gender will be selected from those who applied.

#### **XV. Board of Directors**

- A. **Order of Business:** At all meetings of the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes
- Report of Executive Committee
- Reports of officers
- Reports of committees and coordinators
- Presentation of the annual budget/adoption of recommendation to the House of Delegates
- Presentation of the semi-annual financial review report pursuant to Section 608.5 and adoption of its recommendation to the House of Delegates
- Advice and Consent to Appointments
- Unfinished (old) business
- New business
- Approval of applications for Group Membership and Affiliated Individual Membership
- Elections
- Resolutions and orders

#### **B. Duties**

1. The duties of the officers, other Board Members, and the Executive Secretary shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:
  - a. **General Chair:** The General Chair shall oversee and have general charge of the management, business, operations, affairs, and property of STSI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in the STSI Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as specified in the STSI Bylaws and as may be necessary to permit STSI to effectively,

efficiently, and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of STSI.

- b. Administrative Vice Chair:** The Administrative Vice Chair shall conduct meetings in the absence of the General Chair, and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs, and property of the division that administers STSI business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators.
- c. Senior Vice-Chair:** The Senior Vice Chair shall chair and have general charge of the affairs and property of the Committee that develops and conducts the championship meet program of STSI, including the development of long-range plans for swimming programs, and chairs the annual scheduling meeting at the Annual Meeting. The Senior Vice Chair shall chair the Championship Meet Committee and the Senior Vice Chair or designee will serve as the liaison to the Athlete Representatives and the Athlete Committee, and shall be responsible to see that the Athlete Representatives elections are held in accordance with the STSI Bylaws.
- d. Age Group Vice Chair:** The Age Group Vice Chair shall chair and have general charge of the affairs and property of the Division that develops and facilitates the age group swimming program of STSI. The Age Group Vice Chair shall order, maintain, and distribute awards and have general charge of the affairs and property of the Division that develops and facilitates the age group swimming program of STSI. The Age Group Vice Chair shall order, maintain, and distribute awards, bag tags, and team banners for all STSI bid championship meets. After the conclusion of the meets, he or she will review the amount of awards utilized and store any unused items in the designated area.
- e. Finance Vice Chair:** The Finance Vice Chair shall have general charge of the financial planning and budgeting for the LSC, as well as for providing review and independent oversight of the accounting functions of the Treasurer. The Finance Vice Chair will not personally participate directly in the LSC accounting. The Finance Vice Chair shall serve as chair of the Budget Committee, Audit Committee, and Investment Committee.
- f. Secretary:** The role of STSI Secretary is vested in the position of Executive Secretary, who is the manager of the permanent office of STSI, and a member of the Board of Directors with voice but no vote, as designated in the STSI Bylaws. The Secretary shall take and manage the minutes of all BOD, HOD, and special meetings, distribute information to clubs as necessary, and maintain the office for STSI.
- g. Treasurer:** The Treasurer shall be the principal receiving and disbursing officer of STSI. Except as otherwise directed by the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of STSI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee Chair, coordinator, the Board of Directors or the House of Delegates, or required to be paid pursuant to this Manual and the STSI Bylaws. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee or coordinator, provided that the division, officer committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee chair or coordinator and either within the approved budget of such division, officer, committee or

coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee. The Treasurer shall issue a report at each regular meeting of Board of Directors and the House of Delegates listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the for the fiscal year to date, together with such other items as the General Chair, the Finance Vice Chair, or the Board of Directors may direct. The Treasurer shall:

- 1)** have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of STSI;
- 2)** cause the moneys, securities and other financial instruments of STSI to be deposited in the name and to the credit of STSI in such institutions as shall be designated in accordance with the STSI bylaws and this Manual, or to be otherwise invested as the Board of Directors may direct;
- 3)** cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- 4)** cause the funds of STSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of STSI, and obtain and preserve proper vouchers for all moneys disbursed;
- 5)** cause to be kept at STSI's permanent office correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, or the Finance Vice Chair shall determine;
- 6)** upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the regular financial reports submitted to the Board of Directors and the semi-annual financial review statement to be exhibited to any Member of STSI or USA Swimming;
- 7)** cause STSI to be in compliance with the requirements of this Manual and the STSI Bylaws;
- 8)** have the power to require from the officers, committee chairs, coordinators, staff or agents of STSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of STSI;
- 9)** shall coordinate with the Executive Secretary and make the books and records available and otherwise fully cooperate with those conducting the semi-annual financial review of accounts of STSI and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the semiannual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Sections 608.2 and 608.3;
- 10)** have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and
- 11)** in general, performs all the other duties incident to the corporate treasury function.

- h. **Coach Representatives:** The Coach Representatives shall serve as a liaison between the coaches who are members of STSI and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coach Committee.
- i. **Athlete Representatives & Athlete At-Large Representative(s):** The Athlete Representatives shall serve as the liaison between the athletes who are members of STSI and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athlete Committee.
- j. **Diversity, Equity, & Inclusion Chair:** The DEI Chair is the voice of South Texas Swimming's underrepresented populations and is responsible for creating and implementing programs that create bridges of understanding between ethnic groups and that raise cultural awareness within the sport of swimming. The Chair will help develop and implement strategies, policies, and programs that will create a diverse and inclusive environment for swimmers in the LSC, and will build on the population of underrepresented coaches, athletes, and officials within the LSC/USA Swimming membership and within South Texas Swimming in accordance with USA Swimming rules and guidelines.
- h. **Safe Sport Chair:** The Safe Sport Chair shall be responsible for the implementation and coordination of, and serve as the STSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Chair shall be a Non-athlete Member in good standing, and shall work with the USA Swimming Safe Sport staff, and the USA Swimming Safe Sport Committee and the STSI Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within STSI. The Safe Sport Chair will:
  - 1) Serve as the primary contact for STSI to coordinate and oversee the implementation of effective safe sport educational programs for all Athlete Members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
  - 2) Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
  - 3) Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
  - 4) Serve as an information resource for STSI clubs and membership, and will help to identify and connect them with local educational partners and resources;
  - 5) Receive feedback and suggestions on the Safe Sport policies and programs from the STSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
  - 6) Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.
- 2. Board members are limited to serving on two committees with the limitation of no more than two Board members (Non-Athlete) on a committee. The Governance, Executive and Athlete Committees are not included in these limitations.

3. STSI maintains its own domain (stswim.org). STSI will establish and maintain email addresses for elected Board positions, elected Committee Chair positions, elected Coordinator positions and other positions as needed. The position holder will use these email addresses to conduct all email communications to and from Board members, Committee members, USA Swimming (and its affiliates), clubs, athletes, volunteers and parents. In short, all STSI business is to be conducted using the assigned email address. STSI reserves the right to require additional positions to utilize use of a STSI email address.

### **C. STSI Delegates to USA Swimming House of Delegates**

1. Officer and Representative Delegates: It shall be the duty and privilege of the General Chair, the Administrative Vice Chair, the Age Group Vice Chair, the Senior Vice Chair, the Senior Athlete Representative, and the Senior Coach Representative to attend the USA Swimming House of Delegates as representatives of STSI and voting delegates to the USA Swimming House of Delegates.
2. Officer Delegate Alternates: If any of the officer delegates is unable to attend, their elected alternates, if any, shall attend in their places. In the event that there are no elected alternates or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming House of Delegates as delegates representing STSI.
3. Athlete Representative Alternates: When none of the elected Athlete Representatives can attend, the General Chair, with the advice and consent of the Board of Directors, shall designate one Athlete Member to attend the USA Swimming House of Delegates meeting as a representative and voting delegate of STSI.
4. Coach Representative Alternates: If a Coach Representative is unable to attend the USA Swimming House of Delegates meeting, then the General Chair, with the advice and consent of the Board of Directors, shall designate a Coach Member to attend as a representative of STSI.



**Appendix A**  
**Crisis Management Plan**  
(HoD 10/07/12)

- South Texas Swimming shall respond to all crisis emergencies as expeditiously as possible.
- All information shall be disseminated by the Information Officer.
- The General Chair shall be the Information Officer, or shall delegate that responsibility to the Administrative Vice Chair, as necessary.
- Should the General Chair be unable to perform the role of the Information Officer, the following Board of Director Officers shall be responsible for assuming the role of Information Officer, in this order of hierarchy:
  1. General Chair
  2. Administrative Vice Chair
  3. Senior Vice Chair
  4. Age Group Vice Chair
  5. Finance Vice Chair
  6. STSI Staff
  7. South Texas Swimming Officer, as designated by the South Texas Swimming Executive Committee
- All media requests shall be directed to the Information Officer.
- All official South Texas Swimming communications shall be distributed ONLY by the Information Officer.
- The Crisis Communications Team shall be the South Texas Swimming Executive Committee, plus any legal counsel that is currently a member of the South Texas Swimming BoD.
- South Texas Swimming has no pre-determined Crisis Control Center.
- However, in the event of a crisis, the Crisis Communications Team shall immediately designate a Crisis Control Center and staff that center appropriately as the crisis warrants.
- The Crisis Communications Team shall be responsible for contacting the entire South Texas Swimming BoD in order to keep the Board apprised of all information pertaining to the crisis.
- The Information Officer will be responsible for assembling the Crisis Communications Team.
- The Information Officer shall maintain a list of mobile phone numbers of each of the members of the Crisis Communications Team, in order that the Crisis Communications Team may be assembled at any time of the day or night.
- Information shall be disseminated as appropriate for the crisis at hand.
- Information may be released via the South Texas Swimming website ([www.stswim.org](http://www.stswim.org)), email, electronic text messages, and/or recorded telephone messages, as available.
- As is to be expected, Crisis Management Plans are constantly changing and evolving. South Texas Swimming shall re-evaluate this Crisis Plan on an annual basis, and make updates, as necessary.

## **Appendix B**

### **Social Media Policy and Guidelines**

#### **Purpose and Scope**

As the online landscape continues to mature, the opportunities for South Texas Swimming team members to communicate with athletes, coaches, other members, each other and the world are evolving. Social media creates opportunities to champion the South Texas Swimming brand and for personal expression, but it also creates risks and responsibilities. You should assume that anything you do on social media – whether on a business or personal account – could be viewed by an athlete, parent, coach, vendor, or any other person. Your activity on social media reflects on South Texas Swimming and can impact the LSC, and, subject to applicable law, will not be exempt from this policy just because it occurred on a personal account or as a South Texas Swimming member.

#### **Related Policies and Consequence of Violations**

As a South Texas Swimming team member, you are expected to adhere to this policy on all social media, including but not limited to Twitter, LinkedIn, Instagram, Facebook, WeChat, YouTube, Flickr, Twitch, blogs, websites, email or any other tool or service that facilitates interactions over the internet.

This policy supplements other South Texas Swimming policies and standards, including the South Texas Swimming Bylaws and Policies and Procedures, including USA Swimming's Athlete Protection Program and any other applicable guidance provided by South Texas Swimming and/or USA Swimming. If your post would violate a South Texas Swimming policy in another forum, it will also violate it on social media. Team members who violate this or other South Texas Swimming policies may be subject to disciplinary action up to and including membership termination or other legal recourse.

#### **Access and Permission**

Only those with express permission from the Chair of the Communication sub-committee has permission to post, repost or engage on behalf of South Texas Swimming. If you are given express permission it is your responsibility to keep any usernames and/or passwords secure. If, at any time, you believe account access has been compromised you must notify the Chair of the Communication sub-committee immediately.

#### **Allowed Content**

General images of facilities and events are allowed for social media and promotional use. Any specific images and/or posts about a specific individual must have permission from that individual for use, and that person must be tagged if possible. Repost of already public information is allowed, assuming it is appropriate and related to South Texas Swimming and our members.

#### **South Texas Swimming' Five Social Media Principles**

As a South Texas Swimming team member, you are required to follow these five principles in all social media activity.

- **Be Nice, Have Fun and Connect!**

Every South Texas Swimming member must be respectful to others when conducting business on behalf of South Texas Swimming or when they identify or could be identified as a South Texas Swimming member. Remember, even when you are on a personal account, your social media activity could be seen by athletes, coaches, non-parent members or potential members, so you should treat every interaction on social media as if you are dealing with a potential new member. While we value member privacy and a diversity of perspectives across our workforce, **South Texas Swimming has zero tolerance for racism, bigotry, misogyny, express or implied threats of harassment or physical harm, or hate speech.** “Hate speech” includes any speech – or endorsement or promotion of speech – that is derogatory toward a group of people based on a protected classification. This can include race, ethnicity, nationality, religion, sexuality, caste, gender or disability. For example, speech that dehumanizes, ridicules, or condones or promotes violence against a protected class of people is hate speech.

How you say something can matter as much as what you say. You should not bully, harass or threaten violence against anyone on or outside of social media. If you find yourself in a disagreement on social media, use a respectful tone or disengage.

- **Protect Information**

You are also prohibited from sharing member personally identifiable information on external social media sites. For example, if you engage with a member about a complaint or other issue on social media, you should not include any identifying information about that person in your posts. As a rule, you should never post personal information about someone else on social media without their permission. This could cause damage to that person, to your reputation and relationships, and to South Texas Swimming, and could even result in lawsuits. Any issue instigated on social media should be immediately escalated to the General Chair of the Board of Directors.

- **Be Mindful**

When posting please keep in mind our internet audience includes minors and young adults. Photos and language should be clean and unobjectionable. Refrain posting images of swimmers in behind the blocks or in other awkward positions.

- **Follow the Law**

To avoid violating trademark, copyright or publicity rights, do not post images or other content without the consent of those who own or appear in the media. When you quote others, be sure to credit them and, if appropriate, add a link. You are also personally responsible for complying with any terms of the social media platform you are using. These terms differ across platforms, and can include detailed community standards. You should familiarize yourself with the terms and standards for each platform you use.

- **Be Responsible**

Make sure you're engaging in social media conversations the right way. Your communications should typically reflect your area of expertise, particularly if you are communicating with a member or otherwise about or on behalf of South Texas Swimming.

All members are encouraged to speak about the company and share news and information, but only authorized spokespeople may speak on behalf of South Texas Swimming and issue official LSC responses. If you see something being shared related to South Texas Swimming on a social media platform that shouldn't be happening, immediately inform the General Chair of the Board of Directors at [GeneralChair@stswim.org](mailto:GeneralChair@stswim.org) or some other appropriate contact. And always remember that anything posted in social media can go viral or be screenshotted, reshared or reposted as there is very little privacy protection for anything shared on social media, no matter what your privacy settings may be.

If you mistakenly post something on a social media platform, it will be hard to delete completely. So be sure you're only posting content you would feel comfortable showing up on the front page of the news. You should avoid posting content that might contain legal conclusions, intellectual property that belongs to other companies, or defamatory or inflammatory language. Everything you post online can be traced back to you, so be sure what you post is appropriate before you post it. Your post might be shared with others and archived even if you delete it later. Even if you put

something in your bio about your content being just your own, that might not stop someone else online from complaining about your activity and noting that you work for South Texas Swimming.

### **Social Media Account Ownership**

If you participate in social media activities as part of your committee at South Texas Swimming on an account created for that purpose, that account is considered South Texas Swimming' property and remains so if you leave the company — meaning you will not try to change the password or the account name or create a similar sounding account or assert any ownership of the account or the contacts and connections you have gained through the account. Any materials created for or posted on the account will remain South Texas Swimming property. This doesn't apply to personal accounts that you may access at work, but does apply to all South Texas Swimming and affiliate company branded accounts.

**Appendix C**  
**Document Retention Policy**  
(HoD 10/07/12, 9/29/13)

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

**Type of Document Minimum**

<b>To be archived:</b>	<b>Archive Location</b>
Accounts payable ledgers and schedules: seven years .....	Treasurer
Audit reports.....	Treasurer
Bank reconciliations: seven years .....	Treasurer
Bank statements: seven years .....	Treasurer
Checks (for important payments and purchases) .....	Treasurer
Expired contracts, mortgages, notes, and leases: seven years .....	Secretary
Contracts (still in effect).....	Secretary
Correspondence (general): two years.....	Secretary
Correspondence (legal and important matters).....	Secretary
Correspondence (with customers and vendors): two years.....	Secretary
Deeds, mortgages, and bills of sale .....	Secretary
Depreciation schedules .....	Treasurer
Duplicate deposit slips: two years.....	Secretary
Expense analyses/expense distribution schedules: seven years .....	Treasurer
Year-end financial statements .....	Treasurer
Insurance policies (expired): three years .....	Secretary
Insurance records, current accident reports, claims, policies, etc. (permanent).....	Secretary
Internal audit reports.....	Treasurer
Inventories of products, materials, and supplies: seven years.....	Secretary
Invoices (to customers, from vendors): seven years .....	Treasurer
Minute books, bylaws, and charter.....	Secretary
Payroll records and summaries: seven years .....	Treasurer
Registration documents: five year.....	Secretary
Tax returns and worksheets:.....	Treasurer
Timesheets seven years: .....	Treasurer
Trademark registrations and copyrights .....	Secretary
Withholding tax statements: seven years.....	Treasurer
Legal documents and all supporting documentation.....	Secretary

All official documents (including, but not limited to, the STSI Bylaws, STSI Policies and Procedures Manual, the Policies and Procedures Governing Officials, and the Sanctioning Policies and Procedures) and all other items (including, but not limited to, all STSI forms, excluding treasurer documents) prepared on behalf of South Texas Swimming by any Member or nonmember working on behalf of South Texas Swimming shall be submitted to the STSI Secretary in the document’s native electronic file format after any revision has been made. All documents will be retained and archived by the STSI Secretary.

**Appendix D**  
**Member Protection (Whistleblower) Policy**

If any Member of STSI reasonably believes that some policy, practice, or other activity of the LSC is in violation of law, a written complaint must be filed by that Member with the General Chair of South Texas Swimming. If the General Chair is the subject of the violation, then the written complaint may be filed with any member of the STSI BoD.

It is the intent of STSI to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieving compliance with various laws and regulations. A Member is protected from retaliation only if the Member brings the alleged unlawful activity, policy, or practice to the attention of STSI and provides the LSC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members that comply with this requirement.

STSI, its Board Members, Officers, or Staff (if any), will not retaliate against any Member who in good faith, has made a protest or raised a complaint against some practice of South Texas Swimming, or of another individual or entity with whom South Texas Swimming has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

STSI, its Board Members, Officers, or Staff (if any), will not retaliate against members who disclose or threaten to disclose to USA Swimming or a public body, any activity, policy, or practice of South Texas Swimming that the Member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

## **Appendix E**

### **Nominating Guidelines**

The Governance Committee, when acting in its role as a Nominating Committee, shall ensure that the nominations process is administered in accordance with the STSI Bylaws, Robert's Rules of Order and the following policies and procedures:

The Nominating Committee charge is to provide the candidate or candidates for each office to the House of Delegates no later than 20 days prior to House of Delegates meeting, as per STSI By-Laws. The Nominating Committee as part of the duty of care principle shall adhere to the following:

- 1) Independence – Committee members should not be contacted by a particular candidate or other persons in furtherance of a nomination; lobbying by a particular candidate or any coercive behavior is not appropriate and should be reported to the Chair of the Governance Committee.
- 2) Confidentiality – Committee members shall not divulge the names or details of nominees, nor the nature or specifics of conversations engaged in during Committee meetings unless requested by the BOD in performance of its oversight duties.

Nominating Criteria: The Nominating Committee specifies experience, skills and attributes with input from the current South Texas Swimming BOD that would constitute “ideal candidates” to complement and augment the composition of the incumbent Board in the upcoming nominations/election cycle.

A. Primary Criteria may include, but is not limited to, the following:

1. Member of STSI in Good Standing, including registration, certification, financial and Safe Sport compliance.
2. Acknowledgment of an understanding of the requirements of the office.
3. Past demonstration of commitment to South Texas Swimming or a “demonstrable connection to the sport.”
4. Demonstrated ability to participate productively and positively in group processes.
5. Commitment to attend HOD, BOD, USAS and other meetings relevant to that office.
6. Commitment to support and adhere to the South Texas Swimming governing documents (Bylaws, Governing Policies, etc.).
7. Ensuring diversity within the Board’s composition (gender, ethnic, age, geography, etc.).
8. For incumbent or past Board members seeking re-nomination, fulfillment of individual Board members’ responsibilities.

B. Nominating Process

1. No later than 4 months prior to the HOD meeting post the call for nominations for open offices on the STSI website, mass email to coaches and officials, and engage in all STSI Social Media. Reposting may be required.
2. All nominations will be kept in an electronic format regardless of nomination method i.e. email, verbal, etc.
3. During the application process the Nominating Committee shall inform candidates of the following:
  - a. Requirements of the prospective office.
  - b. Attendance requirements and date/ times for monthly BOD meetings, HOD, USA-S Annual Workshop and any other known USA-S or STSI meetings.
  - c. Deadline to complete any onboarding courses or clinics as required by USA Swimming or South Texas Swimming.
  - d. Board orientation time/date if elected, which is commonly at the conclusion of the HOD.
  - e. Provide STSI Bylaws, Policies & Procedures and Board Manual
4. Depending on the number of nominees and when they apply, the Committee may meet more than once to vet the candidates for qualification based on criteria described in Primary Criteria above.
5. The committee will keep in electronic format a matrix questionnaire for every nominee, to be completed by the committee during the vetting process using the criteria laid out in A) 1-8. Any disqualifications shall be noted.
6. All qualified nominees' names and the office they are seeking shall be provided for posting on the STSI website no later than 20 days prior to the HOD meeting. Additional nominations will be accepted from the floor of the House of Delegates by voting members of the House of Delegates.
  - a. It is the duty of the Nominating Committee Chair to notify the General Chair if a previously disqualified nominee is entered from the floor. This should be done discreetly so as to not compromise confidentiality or cause embarrassment.
7. Nominees should be afforded the opportunity to provide a biography to be posted.
8. If requested by the BOD, for the purpose of committee oversight, the Nominating Committee shall provide the nomination electronic documentation or other pertinent information to the General Chair within 24 hours of the request. This information may only be reviewed with the BOD in closed session, and shall be kept confidential.

#### C. Post-Election-

1. If a claim of malfeasance is made relating to the nominating and/or election process, BOD and/or Nominating Committee it shall be referred to the Admin Board of Review process.



## **Appendix F Election Process**

### **Officials Chair Election Process**

Official's Chair:

- All currently registered, non-trainee South Texas Officials are eligible to both nominate and vote for the South Texas Swimming (STS) Official's Chair. Eligible officials must be certified in at least one non-trainee position: Meet Referee, Deck Referee, Starter, Stroke and Turn Judge, Administrative Official, Open Water Judge or Open Water Referee.
- The election of the STS Official's Chair will be conducted by a STS Official's Chair Election Representative(s) approved by the Board of Directors. The representative's contact information will be posted on the STS website. During the following process, the STS Official's Chair Election Representative will keep the Governance Committee apprised of the election process.

All eligible officials will be notified via email and an announcement posted on the South Texas Website by the last day of July notifying the officials that nominations for the STS Official's Chair are open and will stay open until August 15<sup>th</sup>.

- After August 15<sup>th</sup>, the STS Official's Chair Election Representative will contact all eligible nominees and confirm via email that they will accept the nomination.
- By August 25<sup>th</sup>, the election ballot will be created and emailed to all eligible officials with a return deadline of September 15<sup>th</sup>. The STS Website will be updated with the nominees and information as to whom to contact if an eligible official does not receive an election ballot.
- After September 16<sup>th</sup>, the STS Official's Chair Election Representative(s) and two other non-officials will tally the ballots received and determine if a runoff election is required. If a runoff election is required, the two nominees with the top two overall votes will be distributed to the eligible officials on a runoff ballot with a ten-day return deadline. A notice will be posted on the STS website informing the members of the runoff election. After the deadline for returning ballots has passed, the STS Official's Chair Election Representative and the same two non-officials that tallied the first ballot will tally the runoff ballot. The individual with the highest number of ballots will be considered the newly elected STS Official's Chair. The newly elected Official's Chair will be announced at the HOD meeting.

### **Athlete Representative Election Process**

Athletes Representatives:

- All currently registered, 13 and over athletes are eligible to both nominate and vote for the South Texas Swimming (STS) Athlete Representatives. Eligible candidates must be a sophomore in high school or 16 years of age.
- The election of the STS Athlete Representatives will be conducted by a STS Athlete Election Representative(s) approved by the Board of Directors. The representative's contact information will be posted on the STS website. During the following process, the STS Athlete Election Representative will keep the Governance Committee apprised of the election process.
- All eligible athletes may be notified through their club and an announcement will be posted on the South Texas Website and social media by the last day of July notifying the athletes that nominations for the STS Athlete Representative(s) are open and will stay open until August 15<sup>th</sup>.
- After August 15<sup>th</sup>, the STS Athlete Election Representative will contact all eligible (per bylaws) nominees and confirm via email that they will accept the nomination.

- By August 25th, the election ballot will be created; eligible athletes may be notified through their club and an announcement will be posted to the South Texas website and social media with a return deadline of September 15th. The STS Website will be updated with the nominees and information as to whom to contact if an eligible athlete does not receive an election ballot.

- After September 16th, the STS Athlete Election Representative and two other representatives approved by the Board of Directors will tally the ballots received and determine if a runoff election is required. If a runoff election is required, the two nominees with the top two overall votes will be distributed to the eligible athletes on a runoff ballot with a ten-day return deadline. A notice will be posted on the STS website informing the athletes of the runoff election. After the deadline for returning ballots has passed, the STS Athlete Election Representative and the same two representatives that tallied the first ballot will tally the runoff ballot. The individual with the highest number of ballots will be considered the newly elected STS Athlete Representative. If there are two open positions, the nominees with the top two number of votes will be elected with the nominee with the top votes elected as the Athlete at Large and the second highest nominee will be elected as the Junior Athlete Representative. The newly elected Athlete Representative(s) will be announced at the HOD meeting.