

**Colorado Swimming, Inc.
Board of Directors Meeting
Sunday, December 22, 2019**

Call to Order: 2:05 p.m. Rock Bottom Restaurant, 9627 E. County Line Rd., Centennial, CO 80112

Roll Call: Tristan Cross*, Dale Ammon*, Jillian Hayes*, Eric Eikenbary, Vinny Pryor, Robert Scandary*, Bill Bartel* (remote), Steve Hanson*, Miriam Skari*, Huarui Lai*, Shawn Smith (remote), Mike Dilli, Jackie Stiff, Linda Seckinger, Brian Wixted (remote), Char Sorensen, Rich LeDuc, Lindsy Bradbury, Cody Allen (remote), Jason Lupo (remote), Ken Abuna (remote), Ingrid Briant

Adoption of Agenda and Acceptance of Consent Agenda: Add “New Website” to agenda; pull the following reports: Age Group, Officials, Safe Sport, Disability, Financial Report

Reading, Correction, and Adoption of September 7, 2019, Meeting Minutes: M/S/P

Report of Board of Directors

General Chair - Tristan Cross

1. Appointment of Other BOD and Ex Officio Members (* noted in Roll Call as current BOD members voting) **M/S/P**
2. Code of Ethics Requirement
3. Conflict of Interest Requirement

Administrative Vice Chair - Dale Ammon

The first three items will be reviewed by the Governance Committee for inclusion into CSI Policy and Procedures Manual:

1. Document Destruction Policy
2. Whistle Blower policy
3. Crime policy
4. By-laws Update from USA Swimming – received approval from USA Swimming with minor changes needed that do not need HOD approval. “COSI” acronym contained in approved By-Laws is specific to Colorado Swimming as we are the only LSC in Colorado; states with 1 LSC are also being labeled with the state’s two-letter designation followed by “SI” (Swimming, Inc.”

Finance Vice-Chair - Jillian Hayes

1. Tax Return Update
2. Proposal for CSI Financial documents to move to Quick Books (online account) **M/S/P**

Senior Vice Chair - Eric Eikenbary – Information about the Athlete Leadership Summit was presented. Eric will complete and submit the required application. A motion was made to fund this with \$1000.00 from CSI. **M/S/P**

Age Group Vice Chair – Vinny Pryor – Vinny will bring a proposal to the BOD for consideration of a modification to the All Star and Zone selection process.

Secretary - Robert Scandary

1. Executive Committee Report – staff salary increases

**Colorado Swimming, Inc.
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Treasurer - Bill Bartel

Coach Representatives - Steve Hanson

1. Steve will provide the BOD with the coaches' component to the LEAP Application at the March Meeting.

Athlete Representatives - Kristin Hultgren, Sophia Bradac, Huarui Lai, Miriam Skari, TBA, TBA

Safe Sport – Linda Eaton – It was requested to have a seminar at Swimposium for Safe Sport issues.

Technical Planning - Shawn Smith

1. 2021 CSI Sponsored meets – Host Clubs: Senior State – DU; Age Group - Cuda; Silver State – DU
2. Surcharge Increase – After some discussion, a motion was made to increase from \$0.75 to \$1.00 with the proposed allocation/distribution; CSI sponsored meet increase from \$1.00 to \$1.25. **M/S/P**

Officials - Mike Dilli

1. CSI funding Officials selected for Olympic Trials – budgeted for 5, however 6 were invited. This item was tabled until next meeting as Mike will investigate the financials and make a proposal in March 2020.
2. Does Colorado Swimming wish to continue funding (\$17-\$20K) officials to attend and work the 4 Corners Sectional Meet in Jenks Oklahoma? We should also discuss the future of this meet as it appears that a permanent home is needed. Additionally, as this meet is usually attended by a number of Colorado Swimming teams/individuals should CSI assure that there are enough officials to run the meet each time CSI hosts? Conversation ensued regarding these concerns. Jenks, OK, has committed to supply officials for the upcoming 2020 meet. AZ is more excited to participate due to leadership changes. A motion was made to financially support 16 officials to attend the 2020 4-Corners Sectional in Jenks, OK. **M/S/P**

Report of CSI Staff

Executive Secretary - Jackie Stiff

1. MAAPP Statement for Meet Announcement – language will be added to every CSI sanctioned meet announcement.

Membership/Registration - Jackie Stiff

Records/Times - Linda Seckinger

Report of Ex Officio Members

Past General Chair - Andy Niemann

Seasonal Club Representative - Cody Allen

Seasonal Athlete Representatives - Adam Austin, Lila Renke

Geographic Zone Representatives - Rich LeDuc, Vinny Pryor, Cheryl Thomas-Gilmore, Lindsy Bradbury, Bob Jenkens

Operational Risk - Brian Wixted

Diversity - Rich LeDuc

Disability - Char Sorensen – The need to locate a pool for an upcoming meet was presented.

Open Water - Grant Holicky

**Colorado Swimming, Inc.
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Club Development - Andy Niemann
Governance Chair - Jason Lupo

Unfinished (Old) Business:

1. LEAP Policies & Procedures changes (tabled from December 2018) – Tabled until March 2020 meeting

New Business:

1. 2021 Spring Meet Appointments:

Senior State host – DU; Age Group host - Cuda; Silver State host – DU

2. New Domain Name – As a result of the recent sale of the current website domain name [coloradoswimming.org] to another party, conversation ensued to come up with a new domain name; motion made to name our domain swimcolorado.org. **M/S/P**

3. Email Suite option – conversation to include email distribution option with email provider was presented; motion made to add this option to the service for approximately \$1080.00 per year **M/S/P**

Motion was made to go into Executive Committee (required to revert to previous 2017 By Laws as this item was out of order in September 2019 BOD meeting which occurred prior to the adoption of revised By Laws in October 2019). **M/S/P**

Motion to adjourn from Executive Committee 4:27PM **M/S/P**

Resolutions and Orders

Adjournment: Motion to adjourn at 4:28PM **M/S/P**

**Administrative Vice Chair
Board Report – 12/22/19
Colorado Swimming Inc.**

- 1) At the CSI House of Delegates, we led the discussion of the new CSI Bylaws template and the HOD votes necessary to finalize the choices that CSI wanted to move forward in the future. The HOD chose to select a Governance committee that would have members who would serve two year terms half of which are elected each year. The Governance committee would pick their own Chair after elections each year. Key components of the current CSI Bylaws were kept by HOD decisions and the Bylaw development committee decisions in the new Bylaws Template. A good portion of the definitions and supportive content will be held in a supportive section of the CSI P&P document in the future.
- 2) The CSI Bylaw template, approved by the CSI HOD, was submitted to the Rules and Regulations Committee for their review and approval. Adjustments in language were negotiated with Julie Bare and Herb Schwab (from the R&R committee) where agreement was reached on 12/16/2019. Herb and Julie passed along our final document to the Chair of the Rules and Regulations Committee with their recommendation for Approval.
- 3) The CSI Bylaws were approved by the Rules and Regulations Committee on 12/17/2019 with a letter of approval sent from Clark Hammond, Chair of the Rules and Regulations Committee to CSI with the Final approved Document. I passed this along to Jane Grosser at USA Swimming to finalize this project that due for completion with USA Swimming by 1/1/2020.
- 4) The Following projects are either in consideration or beginning for 2020;
 - A) CSI Policy and Procedures Update – Committee under Development.
 - B) CSI Secure Storage of Files and Documents
- 5) Safe Sport consultation was done, in which I was involved, with three teams since the last Board Meeting. All have gone well and key issues have moved forward to resolution. Many more teams are working toward the USA Swimming's Chairman of the Board's goal of "having all teams in USA Swimming be Safe Sport Certified Clubs." The CSI Safe Sport Chair has been actively working with clubs throughout the LSC to meet the goals for safesport and the active growth of the Safe Sport Certified Clubs.

Issues to Act on at this Meeting: None at this time.

Age Group Vice Chair Report

December 22, 2019

Vinny Pryor

I'm excited to be taking over the role of Age Group Chair. After participating in 3+ years of Team Colorado events and trips, I'm confident that we'll keep building on our strong age group corps and that we'll continue providing great experiences for Colorado's 14 & Under swimmers.

2020 All Stars

Team Selection

The team selection has been finalized – out of the original 60 that were selected, only 5 declined. All 10 & Unders accepted, one 11-12 declined, four 13-14 declined. Out of all alternates originally notified (30), 21 accepted if given the opportunity – the others simply didn't RSVP. This bodes well for the future of this trip, showing strong interest, even at the 13-14 level where a lot of our top swimmers in this age group are competing in more travel trips and higher-level meets.

Coach & Chaperone Selection

Coaches and chaperone selections are ongoing. Currently, I have 7 chaperone applications and 8 coach applications. I will be giving priority to those coaches and chaperones that have had both 1) experience with Team Colorado and 2) a positive impact during their experience with Team Colorado.

The plan is to bring 5 chaperones and 6 coaches – 2 coaches per age group. I would like to continue actively coaching in my role as Age Group Chair while at these meets and I am counting myself as a coach in the total of 6.

Logistics (Travel, Lodging, Apparel)

Buses and hotel accommodations are finalized. I will discuss final details with Kristen and Jackie to develop an itinerary as we get closer to the meet.

I've been in contact with MI Sports – they are just waiting on sizes and numbers to begin filling the order.

ACTION ITEM: I've had discussions with numerous coaches over the past year regarding our selection process for both the All Star and Zones meets. I'd like to have a BRIEF open discussion to hear opinions on the following talking points:

- Do we want to streamline the selection process to make it consistent across both meets?
- All Stars - Do we want to adjust how we do "automatic" selections vs. high point selections
- Zones - Do we want to place priority on filling a roster that will allow for multiple relays in each age group or a roster that has our fastest times/ performers, regardless of numbers per age group?

Colorado Swimming Crime Policy

Crime Policy — a crime insurance policy (provided by USA Swimming) that is designed to meet the needs of organizations. A USA Swimming crime policy provides several different types of crime coverage, such as: employee dishonesty coverage; forgery or alteration coverage; and computer fraud coverage.

To meet the needs of crime insurance CSI must do the following:

1. Dual Signatures on checks and electronic payments in the amount of \$5,000 or a voucher/dual system approval process.
2. The person who issues checks cannot be the same person that balances the monthly bank statement
3. An audit committee should review the CSI books at least semi-annually.



Board Report 12/17/19
Diversity and Inclusion Chair

- Reached out to some of the Diversity and Inclusion Chairs in the Western Zone by way of an introduction
- Reached out to the 3 people on the USA Swimming Staff for Diversity and Inclusion by way of an introduction
- The Western Zone is possibly in the process of updating the Program Assessment for each LSC. Last completed in 2016, some of the 9 areas are known and some are not. Working to get accurate information
- Zone Camp and Summit are tentatively scheduled for June 11-14 in Boise, ID
- No Zone All Star Meet is planned
- Reviewed notes from the last few National Diversity and Inclusion meetings
 1. There is quite a bit of overlap with Disability.
 2. On 12/10/19 USA Swimming released a document to help meet directors, among others, run an inclusive meet consistent with recommended best practices. This document includes info for the meet packets, the Announcer, Meet Referee, Volunteer Timers, Coaches, Parents and Swimmers
- The National Committee for Diversity and Inclusion as well as the Western Zone Committee for the same suggest the following action items to start:
 1. Review of LSC By-Laws and P & P's to better understand how the LSC views Diversity and Inclusion
 2. Establish a Committee
 3. Check to see if Diversity and Inclusion have a line in the budget and how those monies have been used in the past
- There are a lot of potential programs to increase awareness and/or reach out and help support under served populations within the swimming community. Some of these items are expenses and some of them potentially pay for themselves or contribute to the budget.
 1. LSC Diversity Camp
 2. LSC Diversity Swim Meet
 3. Swim Meet Entry Reimbursement
 4. Grant Program
 5. All Star Team Co-pay
 6. Scholarships
 7. Guest Speaker and/or Clinic
 8. Marketing materials and program to spread info about programs
 9. Support from USA Swimming

From: [CHAR SORENSEN](#)
To: [Jackie Stiff](#)
Subject: Board Report - Disability Chair
Date: Monday, December 16, 2019 5:13:00 PM

Dec. 2019

Disability Chair Report

Char Sorensen, Disability Chair

Lots of Great and Exciting News!

Short Course Season and Girls High School Season is well underway. Many athletes with impairments will be qualifying for **State, Zone and Sectional Times** using the Motivational Times and the USPara Times, both located on the Disability Page on the Colorado Website. The link for both Motivational times for non classified athletes and for Athletes who have been classified are below. If you have any questions regarding which qual times the athlete is competing under, please let me know. And if there are issues with the acceptance of these times, again, let me know, I can help.

<https://www.teamunify.com/team/wzcolsc/page/standards/motivational-para-time-standards>

<https://www.teamusa.org/US-Paralympics/Sports/Swimming/Athletes/Standards>

In addition to time standards on the teamusa.org page, you can find information about camps and clinics for the impaired athlete who is training with your team. Also, if you have questions regarding training for an impaired athlete, athlete tiers, or helping your athlete swim at the college level, please contact either Nathan Manley, Head Coach for USPara at nathan.manley@usoc.org / 719-866-4058 or Queenie Nichols, Director for Swimming at queenie.nichols@usoc.org / 719-866-3214.

The annual **Jimi Flowers Classic** will be held January 18-19, 2020 at the **USOPC** (United States Olympic and Paralympic Center). Officials who are wanting to become certified can attend a course on Fri Evening from 6-9 pm at the Center. Please fill out the application form the link below, click on officials, click on application and fill out the form. Any official who wishes to officiate, **you do not need to be certified**, can apply using the link below. Again, Click on officials, then click on applications to officiate and fill out the form.

<https://www.teamusa.org/US-Paralympics/Sports/Swimming/Competitions>

From July 19-24, 2020 Denver, Colorado has been honored to be named the location for the **Adaptive Sport Junior Nationals** competition. To learn more about this amazing opportunity, please click on the link adaptivesportsusa.org

This competition includes all sports available to the impaired athlete: Archery, Powerlifting,

Swimming, Shooting, Table Tennis and Track and Field. The swimming portion will be held **Mon and Tues July 20-21, 2020**. This will be a tremendous opportunity for athletes who are not classified with Para Swimming, and are fairly new to competitions, to compete at a National Level. The website explains how to get qual. times. If you have questions or can't find information, please contact me or Susan Rossi. Contact information is below

ACTION ITEM:

Tentatively, the Swimming will be held at DU. However, there is a possibility that DU will be undergoing construction/modification and will not be usable on these dates. We are looking for a long course pool that has deck space for wheel chairs and assistants to freely move about. If you have a pool that we can use, please contact either me or Susan Rossi at:

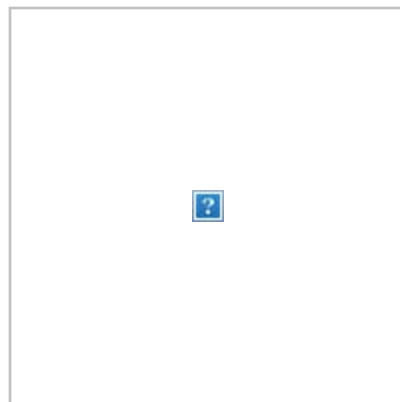
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Susan B. Rossi, CTRS, MNpS
Executive Director
P.O. Box 621023, Littleton, CO 80162
719-439-3823 cell
adaptivesportsusa.org

And last I would like to announce the **NISCA U.S. Para Swimming All America Program**
To find out more, click on the link <https://www.niscaonline.org/>

Here is the basic details, however.

Announcing the NISCA U.S. Para Swimming All America awards
program



**NISCA is Proud to Announce the
NISCA U.S. Para Swimming All America**

Program

The NISCA U.S. Para Swimming All America Program is new for the 2019-2020 school year. Similar to the NISCA Swimming All America program, the NISCA U.S. Para Swimming All America team will annually recognize the fastest high school Paralympic swimmers in the country.

Here is what you should know about this exciting new NISCA program:

1. Applications for the NISCA U.S. Para Swimming All America award are free for NISCA coaches. Each application will cost \$30 for non-NISCA members. Please renew your membership now, and encourage others to join to receive the benefits throughout the school year.

2. In order to be eligible for the NISCA U.S. Para Swimming All America team, athletes must be classified by U.S. Para Swimming, and a copy of the classification must be submitted with the application. Paralympic swimming competition is open to athletes from all three impairment groups (visual, intellectual and physical). A system of letters and numbers is used to distinguish the sport classes: "S" is for freestyle, backstroke and butterfly; "SB" is for breaststroke; and "SM" is for individual medley. Swimmers with physical impairments compete in sport classes 1 - 10. Swimmers with visual impairments compete in sport classes 11 -13. Swimmers with activity limitations due to an intellectual impairment compete in S/SB/SM14. To familiarize yourself with the classifications, please visit <https://www.teamusa.org/US-Paralympics/athlete-classifications/swimming/>

3. After reviewing state meet results for states that currently include paralympic events, we have seen many "unclassified" athletes in those results. Please work with any para athlete in your program to get their classification documented as soon as possible. For further information on U.S. Paralympics national classification policies contact U.S. Paralympics at 719-866-2030

4. In order to be eligible for the NISCA U.S. Para Swimming All America team, the [qualifying time](#) must have been accomplished in an interscholastic competition. This does not have to be a championship meet, but meet results from the interscholastic competition must be submitted to NISCA for verification of the performance. THE TIME MUST HAVE BEEN ACHIEVED IN A HIGH SCHOOL MEET.

5. The time standards for each event are listed for both short course yards and meters. There are different time standards based on a swimmer's classification for each event. [View the time standards here.](#)

6 The application deadlines will be as follows (late fees will apply):

Fall applications are due by December 31, 2019

Winter applications are due by March 31, 2020

Spring applications are due by June 15, 2020 - this is the absolute last day for submitting applications

Certificates will be mailed to the athletes in July 2020.

Please help spread the word about the NISCA U.S. Para Swimming All America program. Share the [time standards](#) with high school and club coaches, as well as swimmers, so those swimmers who may be close to the standards can use these times as motivation for the upcoming season!

I am always happy to meet with your team, an athlete or parent who has questions regarding Disability Swimming. The athlete may want to compete in USA meets on a club team, with a High School Team, or perhaps they are interested in Para Swimming. I can help answer any questions or guide the person(s) to the best resource available. Please contact me at:

Char Sorensen

csorensen2@msn.com

303-947-0172

I am a USA official and trainer, a USPara official and trainer and on the International Official Core Team - 25 members world wide.

Colorado Swimming, Inc. Document Destruction Policy

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored. In seeking compliance with this Act, Colorado Swimming has adopted the following procedure in terms of the retention and destruction of the following document types if/when stored at our permanent office.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations (stored in QuickBooks)	2 years
Bank statements/ Credit card Statements (available online from the bank)	3 years
Checks (available in quickbooks) (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect All)	Permanently For the life of the contract plus 7 years after expiration
Correspondence (general All)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips transaction	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, (not USA Swimming claims), claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors) (imbedded in Quickbooks)	7 years
Membership documents	3 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (current)	
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

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Adopted by the Colorado Swimming Board of Directors on September 15, 2007

** This document was developed from a sample given by the National Council of Nonprofit Associations - Copyright 2004, www.ncna.org.*



Mission Statement:

Colorado Swimming is dedicated to competitive excellence in our sport.
We P.L.E.D.G.E to keep swimming fun.
Performance***Leadership***Education***Diversity***Governance***Excellence

Vision Statement:

Colorado Swimming aspires to enable our members to achieve excellence in the sport of swimming and in life.

Jackie Stiff
Executive Secretary
December 2019 (as of 12-17-19)
Board Report

Membership Type	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 ytd	2020 ytd
Athletes (all types)	5870	6057	6325	7216	7303	8688	8547	9125	8876	8979	5374
National percentage growth	0.3%	1.5%	3.3%	about 13%	-0.2%	-.99%	-.3%	5.54%	- 2.2%		
Colorado percentage growth	1.8%	3.2%	4.4%	14%	1.2%	8.4%	-5.1%	6%	- 2.8%		
Individuals—coaches, officials, other non-athletes	684	711	718	697	817	856	930	925	969	1057	543
Coaches	264	291	361	379	353	366	430	424	436	494	237
Officials	279	239	246	227	310	303	392	402	420	428	249
Other non-athletes	141	181	111	98	89	92	139	110	132	159	77
Y-R Clubs	69	71	72	69	70	67	64	66	65	67	56
Season 1 clubs	24	23	24	20	20	21	21	19	22	24	
Season 2 clubs	5	7	5	1	1	3	2	3	4	5	
Organizations/Leagues			6	5	6	6	6	6	7	5	1
YR athletes (Premium)						7479	7180	7564	7431	7184	5044
FLEX YR athletes										612	294
Outreach	164	119	131	122	84	88	101	90	85	98	36
Athletes with a Disability	34	34	37	43		46	71	84	88	119	76
Open Water Athletes	0	4	2	28	0	0	0	0	11	0	
Season 1 athletes	1657	1500	1579	1546	1395	1063	1184	1249	1254	1084	
Season 2 athletes	234	243	241	259	112	173	189	199	113	101	

LEAP RENEWAL: Our leap 3 requirements are due May 1st. Leap 3 has a fair amount of requirements. Do we want to pursue leap 3?

Seasonal Membership update: 2nd season swimmers will need to become premium members but will remain in the same swim year, for example if they are season 1 in 2020 and which to swim in the fall they will become a premium swimmer for the remainder of 2020. Therefore, not affecting their seasonal state eligibility.

Mail Chimp/Other Email marketing tools: I have done a little more research on options Constant contact is the most expensive the ones I looked into, another one is GetResponse. I am going to test it out but might be cheaper because the of the 50% discount.



General Chair- Board Report

Tristan Cross

December 2019

- Dale and Jackie have been working on finalizing and submitting our bylaw updates to USA Swimming. This update has been reviewed by Herb Schwab and has been submitted to Jane Grosser, the LSC Services Senior Manager.
- The 2020 Zone Workshop will be held on May 1-3 in Chicago. This workshop will include the General Chair, Admin Vice Chair, Executive Secretary, DEI Chair, Safe Sport and Officials Chair.
- CSI Credit Card Holders— Jackie Stiff- Executive Secretary, Vinny Pryor- Age Group Chair, Kristen Sanchez- Event Coordinator, Ingrid Bryant- Head Chaperone/Logistics Coordinator and Tristan Cross- General Chair.
- Current CSI contract signing authority— Jackie Stiff and Tristan Cross
- Appointment recommendations for Board approval—
 - Technical- Shawn Smith
 - Officials- Mike Dilli
 - Safe Sport- Linda Eaton
 - Operational Risk- Brian Wixted
 - DEI- Rich Leduc
 - Disability- Char Sorenson
 - Open Water- Grant Holicky
 - Records/Times- Linda Seckinger
 - Club Development- Andy Niemann
 - Age Group Vice-Chair- Vinny Pryor
- Board Meeting Dates for 2020
 - March 7th
 - May 9th
 - July 25th
 - September 12th
 - September 22-27— USAS Convention in Jacksonville, Florida
 - October 3-4— Swimposium and HOD in Colorado Springs

Officials Committee Report

Colorado Swimming BOD Meeting December 22nd, 2019 –

2019 Officials Committee

Mike Dilli Chair, Todd Yee Zone 1, Scott Powell Zone 2, Suzi Mishmash Zone 3, Terry Kidd Zone 4, Troy Brovold Zone 5, Erika Anderson Seasonal, Officials Coordinator Mike Urbanowicz and Athlete Rep. Isabella Wederquist

2020 CSI Meet Referees:

SC 14U Jos – Robert Scandary
SC Silver State – Jeremy Cooper
SC Senior State – Chris Synvold
CSI Long Course Open – David Brown
LC 14U Jos – Linda Seckinger
LC Senior Meet – Derigan Silver
Seasonal State – Erika Anderson
Pioneer Open - TBD

REPORT-

The Officials Committee has had a successful year – staffing several; including the 7 CSI sponsored Meets

The Committee, formed 2 sub-committees with Sr. Officials not currently on the Officials committee-
One committee will develop a poll for Officials to ask all officials what the Committee can do better – or what else we can do to help all officials.

The other Committee will review the Official portion of the website, and training etc.. – to make sure everything is up to date and the information is all the same.

2020 Officials Workshops from USA Swimming: Open Water, Mentoring (for evaluators), Referee Workshop

Colorado Swimming Officials are being recognized at the national Level. This Fall there were 3 Colorado Officials at the US Open. There are 3 attending Jrs. East and 17 will be working Jrs. West. This will benefit Colorado Swimming in the future – 26 Officials attending National Meets is outstanding.

Additionally – Six Colorado Officials have been asked to attend the Olympic Trials Meet in Omaha this summer.

ACTION ITEMS:

- 1 – CSI funding Officials selected for Olympic Trials – budgeted for 5, 6 were asked
- 2 - Does Colorado Swimming wish to fund Officials to attend and work the 4 Corners Sectional Meet in Jenks Oklahoma? We should also discuss the future of this Meet as it relates to Colorado Swimming assuring there are enough Officials to run the Meet, each time CSI hosts.

Mike Dilli
Colorado Officials Committee, Chair
Dec. 22, 2019

Possible Domain Hosts

1. Google domain \$12/year
 - a. Gsuite Email added \$6/user/month
2. HostGator \$12.95
 - a. Recommends G suite
3. Bluehost \$8.99
 - a. Must have hosting plan then additional on top
4. Domain.com \$14.99
 - a. EMAIL 365: Starting at \$1.99
 - b. Gsuite

Possible Website Names

1. Coswim.org
2. Coloradoswimminginc.org
3. Swimcolorado.org
4. Swimmingcolorado.org
5. Coloradoswimming.net

Safe Sport Chair Board Report

Linda Eaton

December 22, 2019

Past Activities:

October/November/December: The teams that are now Safe Sport Recognition certified: Elevation Athletics, ACES, Colorado Torpedoes, Cheyenne Mountain, Flatirons Swimming, Boulder Swimming, Pueblo Swim Club, and Front Range Barracudas. At the last report, Colorado Swimming ranked third among the LSC's for most clubs achieving Safe Sport Recognition certification. With the addition of CUDA, we may have moved from third to second place.

Teams in Progress: Foothills, Altitude Performance, La Junta, Denver Swim Academy; Colorado Athletic Club; Greenwood Tiger Sharks, Sopris, Denver Athletic Club, Highlands Ranch, Durango, Avon, Woodmoor, Windsor Wahoos, FAST, Pikes Peak Athletics

Pending teams for Safe Sport Presentations: Aspen, Grand Junction, Cañon City

Attended a Stakeholders Meeting with Colorado House of Representatives, Lisa Cutter, at the invitation of Alissa Kalish – Colorado Illuminate, an organization that trains people on Nurturing Healthy Sexual Development and also works with Darkness to Light. The topic of the meeting was hiring practices for those who work with children. I was asked to provide information on a segment of youth sports.

For the future: developing plans to hold a Webinar for our Safe Sport Club Coordinators to talk about how to help their club become Safe Sport Recognition certified and spotting signs of child abuse as well as how to handle those situations.

On-going Activity: Continue to schedule meetings with LSC clubs/teams to help them get started on becoming Safe Sport Recognition certified and organized to get their teams ready for a MAAPP audit that will be coming sometime this Winter/Spring; provide club specific PDF templates for assisting them in obtaining Safe Sport Recognition Club status. Provide a Safe Sport table at key geographically placed LSC meets. Handle Safe Sport issues as they arise.

Forming a Safe Sport Committee with a member from each of the 5 LSC geographic zones. Zone 2 – Missy Berglund-DSA; Zone 5 – Kimberly Gracey – WOOD; Zone 3 – Yaneth Correa-Martinez - PSC; still looking for representatives from Zones 1 and 4. The plan is to have a Safe Sport table in each of the Zones with the relevant committee member in attendance with me to introduce them to attending teams and give them experience in maintaining a Safe Sport table at meets in their Zone so they can do that by themselves, if needed.

Will be reaching out to our Safe Sport Club Ambassadors to see what ideas/activities they are working on for advancing Safe Sport education among their fellow athletes on their respective clubs.

Action Item: Proposed a seminar for our LSC Coaches and Safe Sport Club Coordinators to learn how to better identify child abuse and handle it well. The seminar will be taught by Missy Berglund, a professional teacher in that area, who has offered to provide her services to Colorado Swimming free of charge. Need to find out if/when Colorado Swimming can offer the seminar to our LSC Coaches.

Here is my report for Sunday:

1- I attended Juniors west. Great showing by Colorado teams and individuals. Lots of teams with 3 or fewer athletes - is there anything additional that CSI can do to support these athletes and the programs they represent?

2- USA Swimming is offering to subsidize, through a grant program, Athlete Leadership Summits for LSCs and Colorado could certainly support it with our strong membership. A statement from USA Swimming:

We are excited to announce our first grant program for LSC level Athlete Leadership Summits! These programs are designed to serve high school - age athletes and will be hosted by the LSC with guidance from USA Swimming national staff. LSCs can elect to host a summit, even if they are not a recipient of the grant, as long as they are able to fund the event on their own. USA Swimming will provide a "Guide to Hosting" to assist LSCs with designing their program. LSCs will be eligible to apply for up to \$2,000 and the LSC must support the program with a matching amount equal to a minimum of 50% of the money requested from USA Swimming. The total amount of funding for 2020 is \$30,000 (funding for approximately 15 LSCs). **The deadline to apply is January 10, 2020.**

Current Surcharge Breakdown \$.75, **Increase \$.25**

Spring

.25 Athletes

+.25 for Senior Meet, and 14 & Under, Silver, Pioneer

.50 general

Proposed Increase

.15 General

.10 Athletes

Summer

.40 Athletes

+.25 for Senior LC, and 12 & Under, LC OPEN

.35 General

Proposed Increase

.15 General

.10 Athletes

135833 winter Splashes

76653 summer Splashes

21286 total

Based on 2018-2019

\$10,600 per .05

.10 to athlete would be about \$10,000 increase per season

.15 to LSC General fund would be \$31,800 would help offset the current budgeted deficit.

Colorado Swimming, Inc.

Whistleblower Policy

General

Colorado Swimming's Code of Ethics requires directors, officers, board members, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, board members and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, board member or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee, director, officer or board member who retaliates against someone who has reported a violation in good faith is subject to discipline, up to and including termination of employment, if applicable. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

The Code addresses the [Organization's Colorado Swimming's](#) open door policy and suggests that employees/volunteers share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the General Chair is in the best position to address an area of concern. However, if you are not comfortable speaking with that person, -or you are not satisfied with their response, you are encouraged to speak with anyone on the Board of Directors whom you are comfortable in approaching. Board members are required to report suspected violations of the Code of Conduct to the [Organization's Colorado Swimming's](#) Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the [Organization's Colorado Swimming's](#) Compliance Officer directly.

Compliance Officer

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the General Chair and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization's Compliance Officer is the chair of the audit committee.

Commented [CS01]: Do we want to name a compliance officer?

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Audit Committee Compliance Officer

{organization name} Management Staff

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Board Report 12/17/19
Zone 1 Rep.

Zone 1 will have an 8 and Under Meet in February

Zone 1 will have the Winter Districts in March