

Colorado Swimming, Inc.
Board of Directors Meeting

Saturday, March 7, 2020

Call to Order: 3:00pm University of Denver Athletic Screening Room (Officials room)

Roll Call: Tristan Cross, Dale Ammon, Vinny Pryor, Bill Bartel (remote), Steve Hanson, Luke Schumm (remote), Miriam Skari, Shawn Smith, Mike Dilli, Linda Eaton, Jackie Stiff, Linda Seckinger (remote), Andy Niemann, Brian Wixted, Char Sorensen, Rich LeDuc, Lindsie Bradbury (remote), Jason Lupo, Ingrid Briant, Ken Ebuna (remote)

Adoption of Agenda and Acceptance of Consent Agenda: M/S/P

Reading, Correction, and Adoption of December 22, 2019, Meeting Minutes: M/S/P

Reports of Board of Directors

General Chair - Tristan Cross

Administrative Vice Chair - Dale Ammon - SafeSport speaker at Fall 2020 Swimposium – Dale and Linda to finalize plans for 2-hour block presentation regarding abuse prevention with lunch as a track option for coaches

Finance Vice Chair - Jillian Hayes

Senior Vice Chair - Eric Eikenbary

Age Group Vice Chair - Vinny Pryor

Secretary - Robert Scandary

Treasurer - Bill Bartel

Coach Representatives - Steve Hanson, Luke Schumm

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

Safe Sport - Linda Eaton

Technical Planning - Shawn Smith - Seeking approval to co-host 2022 spring sectionals in Phoenix with Jenks. Motion to allow Sean to serve as liaison to speak for our LSC at a business meeting regarding spring sectionals: **M/S/P**

Officials - Mike Dilli

Report of CSI Staff

Executive Secretary - Jackie Stiff

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, Lindsie Bradbury, Bob Jenkyns

Operational Risk - Brian Wixted

Diversity - Rich LeDuc

Disability - Char Sorensen

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Open Water - Grant Holicky
Club Development - Andy Niemann
Governance Chair - Jason Lupo

Unfinished (Old) Business:

1. Cloud Storage for COSI BOD and Select Staff-Admin Vice/ExecSecty – Dale to continue looking into issue of what space we need
2. Athlete Leadership Summit request – Senior Vice – Tabled until May 2020 meeting
3. Western Zone Team Selection - Proposals for Consideration – Age Grp Vice -different proposals were reviewed and Vinny will continue to evaluate the options and make a recommendation in consultation with Tristan
4. Leap 3 Renewal-Exec Secty –work is in process, April 1 meeting scheduled
5. Officials attending Olympic Trials – Funding Proposal-Officials – discussion about amount of reimbursement for officials attending Olympic Trials. Motion to increase the daily reimbursement amount by \$150, including the days before and after. **M/S/P**
6. Document Destruction Policy -GovCom—discussed, no objections raised to GovCom’s proposed edits
7. Whistle Blower Policy-GovCom- discussed, no objections raised to GovCom’s proposed edits; consensus reached to add Administrative Vice Chair as Compliance Officer
8. Crime Policy-GovCom- discussed, no objections raised to GovCom’s proposed edits
9. Electronic Communication Policy-GovCom
10. Volunteer and Board Reimbursement – move to May 2020 meeting

New Business:

1. “Receipt of Application”- automatic email reply to officials who apply for State Championship Meets – will fix
2. Repair of existing Backstroke Ledges and Purchase of 2 new ledges (approved by BOD December 18, 2017) – discussion regarding how to address those that are broken or in need of repair. Motion to take all that require repair for repairs and to buy two more. **M/S/P**
3. 2014 Strategic Plan- Tristan to circulate to Board, will either be on next board meeting agenda or a big topic for a retreat

Resolutions and Orders:

1. Written Reports from each BOD member/representative due by April 22, 2020
2. Next meeting – May 9, 2020; Site - TBD

Adjournment: 4:47 PM **M/S/P**

Technical Planning Report March 7, 2020

Senior Meet- Participation was consistent with expectations for both SCY and LCM Meets. Strong Participation.

AG State Meet- Participation on target for almost all events. There are a few individual event anomalies in low entrants in specific events (but still in normal range for number of qualified athletes)

Silver State- Participation down to just over 700 swimmers from 850 last year.

ACTION ITEM:

2022 Spring Sectionals-Does the CO Swimming BOD approve the bid to co-host the 2022 Spring Sectional Meet with Jenks aquatics?

Bid must be submitted prior to the Section Business meeting in Jenks (By March 10)

2020 Western Zone Championship Team Selection Options

March 7, 2020

Vinny Pryor

Option A – as is

- Keep the selection process as it is now – using the time standards (both Western Zone standards and CO priority standards), determine a tiered list of priority selection (the more CO priority times an athlete has, the higher the priority tier they are placed into)
- Select the top 80 athletes, based on this tiered level of priority, regardless of gender and age group.

Option B – minimum age group numbers

- Keep the tiered priority concept in place, with both time standards, with a slight change in the order of selection:
 1. Select the top 10 athletes per gender, per age group (60 total athletes) FIRST, allowing for 2 full relays of each gender for every age group.
 2. From there, select and fill the remaining 20 spots based on the top 20 athletes in the tiered priority system, regardless of gender and age group.

Option C – different selection for 10 & Under

- Keep the tiered priority concept in place for 11-12 and 13-14 age groups, keeping both time standards. Selection for these age groups could either be:
 - top 60 regardless of gender and age group (current process) OR
 - top 10 per gender, per age group (proposed Option B)
- Use a high point selection, similar to All Stars, to select the 10 & Under age group – selecting the top 10 athletes per gender, per age group, not taking the time standards into account.

Administrative Vice Chair Report
Colorado Swimming BoD
March 2020

- 1) The Transition of CSI Bylaws Content released to be placed into the CSI Policy and Procedures Document is underway offline. The goal is to have a draft of those changes to the General Chair of CSI by Mid-March for review. Changes will be reviewed and voted on at a future BoD Meeting.
- 2) I worked collaboratively with the Safe Sport Chair to review the potential plan and discussion with speaker candidates and coach input for the potential Safe Sport Speaker for our Fall 2020 Swimposium. This was an initial proposal at the December 2019 BoD meeting with the go forward suggestion to put a complete proposal together for future consideration by the BoD.
- 3) I will participate in a USA Swimming Meeting on the role of Sectional Meets in the Quad Plan. It appears that they will be reviewing current activities in the placement and execution of Sectional Meets and then how this might be looked at for the future in the aspects regarding Value, Content (#'s and LC/SC, Timing), and Calendar planning for future meets. From our BoD team Shawn Smith will also be participating in this meeting group.
- 4) Discussion continues on the potential to create Cloud Storage for the BoD members and Key Staff members so that there is a capture of all files for CSI historical and content purposes. At this time we are looking into what capacities we might need across the group, then we will delve into the positional needs of each current position on the BoD and Staff so that we may then approach a plan with the BoD for consultation with an outside Vendor to provide services to meet our needs.

Action Item:

- 1) Review the current status of the Special Proposed Safe Sport Program suggested for the 2020 Swimposium Meeting.
- 2) Identification of Cloud Storage needs of each Board Position and that of Key staff members to allow for adequate current document and history storage by role and what do we need to plan for based on predicted future organization needs.



Board Report 2/24/20
Zone 1 Rep.

Zone 1 will have the Winter Districts in March the weekend after Silver State

USA Swimming, Colorado Swimming Inc.

BUDGET VS. ACTUALS: FY_2019_2020 - FY20 P&L

October 2019 - January 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
2003.0 USA-Transfers	945.00	733.33	211.67	128.86 %
3001.0 Swimmer Members-Year	74,694.00	41,666.67	33,027.33	179.27 %
3002.0 Swimmer Members-Flex	3,650.00	1,666.67	1,983.33	219.00 %
3004.0 Swimmer Members-Seasonal	245.00		245.00	
3010.0 Club Members-Year	5,660.00	2,533.33	3,126.67	223.42 %
3020.0 Individual/Family Members	7,116.00	3,933.33	3,182.67	180.92 %
3030.0 Meet Sanctions	3,015.00	3,000.00	15.00	100.50 %
3035.0 Registration Fine	800.00	600.00	200.00	133.33 %
3036.0 Late Payment	45.00		45.00	
3040.0 Meet Surcharges	75,727.75	42,214.33	33,513.42	179.39 %
3042.1 CSI Hosted meet Income		0.00	0.00	
3051.0 State 14&U Revenue		10,950.00	-10,950.00	
3053.0 State Sr. Meet Revenue		6,283.33	-6,283.33	
3055.0 Silver State Revenue		8,950.00	-8,950.00	
3056.2 Long Course State Revenue 12&U		0.00	0.00	
3057.2 Long Course State Revenue 13&O		0.00	0.00	
3059.0 Seasonal State/Summer Revenue		0.00	0.00	
3060.0 All Star Revenue	1,070.00	7,300.00	-6,230.00	14.66 %
3066.0 Western Zones Revenue	265.00	0.00	265.00	
3073.0 Interest/Dividends PaineWebber	35.39	5,000.00	-4,964.61	0.71 %
3268.1 Awards Banquet Income	11,187.00	6,000.00	5,187.00	186.45 %
Total Income	\$184,455.14	\$140,830.99	\$43,624.15	130.98 %
GROSS PROFIT	\$184,455.14	\$140,830.99	\$43,624.15	130.98 %
Expenses				
3042.0 CSI Hosted Meets		0.00	0.00	
3051.1 State 14U Expense		10,950.00	-10,950.00	
3053.1 State Sr. Meet Expense		6,283.33	-6,283.33	
3055.1 Silver State Expense		8,950.00	-8,950.00	
3056.1 Long Course State Expense	0.00	0.00	0.00	
3057.5 Long Course State 13&O Expenses		0.00	0.00	
3060.1 All Star Expense		13,833.33	-13,833.33	
3060.11 All Star Transportation Charges	9,829.98		9,829.98	
3060.12 All Star Gear Orders	11,258.60		11,258.60	
3060.13 All Star Lodging	5,714.28		5,714.28	
3060.14 All Star Chaperone BG Checks	76.00		76.00	
3060.15 All Star Incidentals and Food	6,821.49		6,821.49	
3060.16 All Star Age Group Coordinator	729.71		729.71	
3060.17 All Star Other Expenses	143.18		143.18	
3060.18 All Star Meet Entry	3,677.50		3,677.50	
Total 3060.1 All Star Expense	38,250.74	13,833.33	24,417.41	276.51 %
3066.1 Western Zones Expense		0.00	0.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
3067.0 CSI Sponsored Meets		833.33	-833.33	
3092.1 Hale Adams Memorial Scholarship		0.00	0.00	
3200.0 Central Office Payroll	18,078.44	14,500.00	3,578.44	124.68 %
3205.0 Central Office Operations	1,561.84	3,400.00	-1,838.16	45.94 %
3205.01 PayPal Service Fee	763.57		763.57	
Total 3205.0 Central Office Operations	2,325.41	3,400.00	-1,074.59	68.39 %
3205.1 Paychex fees	260.00	400.00	-140.00	65.00 %
3210.0 Payroll Taxes	1,175.23	1,966.67	-791.44	59.76 %
3225.0 Computer Expenses	75.00	1,066.67	-991.67	7.03 %
3230.0 Computer Internet Expense	1,082.80	666.67	416.13	162.42 %
3240.0 Postage	70.00	1,000.00	-930.00	7.00 %
3250.0 Office Expense		500.00	-500.00	
3253 Accounting	80.00	166.67	-86.67	48.00 %
3265.0 CSI Regular Meetings	390.22	233.33	156.89	167.24 %
3266 Workshops	800.94	1,266.67	-465.73	63.23 %
3267.0 Swimposium/House of Delegates	1,608.89		1,608.89	
3267.1 Swimposium/HOD Room Rental	12,369.27		12,369.27	
3267.2 Swimposium/HOD BOD Rooms Charge	1,908.00		1,908.00	
Total 3267.0 Swimposium/House of Delegates	15,886.16		15,886.16	
3268.0 Awards Banquet	16,986.46	0.00	16,986.46	
3269.0 Annual Athlete Swim Clinic	240.60	0.00	240.60	
3300.0 Convention Expense	342.00	0.00	342.00	
3300.1 Convention Lodging	-342.00		-342.00	
Total 3300.0 Convention Expense	0.00	0.00	0.00	
4000.0 General Chair Expenses	78.90	666.67	-587.77	11.83 %
4100.0 Vice Chair Expense		66.67	-66.67	
4450.0 Coach's Chair	660.18	666.67	-6.49	99.03 %
4452.1 Coaches Olympic Trials/Para		0.00	0.00	
4500.0 Official's Expenses	102.13		102.13	
4500.2 Officials National Travel Reimb	6,268.76	9,400.00	-3,131.24	66.69 %
4500.3 Meet Supplies & Rule Books	232.05	2,000.00	-1,767.95	11.60 %
4500.4 National Official Evaluator		0.00	0.00	
4500.5 Officials Thank you Gift Cards	363.88	408.33	-44.45	89.11 %
4500.6 Official Meetings	10.70		10.70	
4500.7 Officials Badge Order		0.00	0.00	
4500.8 Officials Olympic Trials		0.00	0.00	
Total 4500.0 Official's Expenses	6,977.52	11,808.33	-4,830.81	59.09 %
4501.0 Officials CSI Sectionals Travel		4,000.00	-4,000.00	
4550.0 Age Group	10.00	66.67	-56.67	15.00 %
4600.0 Technical Chair	143.67	300.00	-156.33	47.89 %
4605 Safe Sport Chair	1,316.64	2,666.67	-1,350.03	49.37 %
4607 Diversity Chair	902.90	0.00	902.90	
4705.0 Record's Chair		0.00	0.00	
5001.0 Athlete Reimbursement				
5001.1 Spring Reimbursements		0.00	0.00	
5001.2 Summer Reimbursements	0.00	0.00	0.00	
Total 5001.0 Athlete Reimbursement	0.00	0.00	0.00	
5005 Coach Reimbursements				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5005.1 Spring Reimbursement		0.00	0.00	
5005.2 Summer Reimbursement	0.00	0.00	0.00	
Total 5005 Coach Reimbursements	0.00	0.00	0.00	
5012.0 Outreach Assistance to Clubs				
5012.1 Scholarship Assistance		0.00	0.00	
5012.2 Meet Fees/Gear Asisstance		0.00	0.00	
Total 5012.0 Outreach Assistance to Clubs		0.00	0.00	
5205.0 Olympic Year Pool Rental	1,225.00	666.67	558.33	183.75 %
6000.0 Age Group Camp-Catch the Spirit		0.00	0.00	
6101.0 Zone 1 - Camp		0.00	0.00	
6104.0 Zone 4 - Camp		0.00	0.00	
6105.0 Junior National Camp	4,116.67	4,000.00	116.67	102.92 %
6106.0 Zone 5 - Camp		0.00	0.00	
6505 Capital Acquisition		0.00	0.00	
Merchant deposit fees	8,324.54		8,324.54	
QuickBooks Payments Fees	332.93		332.93	
Total Expenses	\$119,790.95	\$90,925.02	\$28,865.93	131.75 %
NET OPERATING INCOME	\$64,664.19	\$49,905.97	\$14,758.22	129.57 %
NET INCOME	\$64,664.19	\$49,905.97	\$14,758.22	129.57 %



Coaches Rep – Board Report – March 7th, 2020

Current Tasks

1. LEAP Certification Work – April 1st, 2020
2. CSI Women's Leadership Summit & She LEADS – USA Swimming – ***Feb 20th Deadline***
 - a. 3 Applicants – Will be Sending all 3 coaches
 - b. Planning on using Coaches Mentorship Funds to send 3rd coach

Future Tasks

1. Coaches Mentorship Promotion
 - a. We need coaches participants – times of year and getting away is a struggle
 - i. Looking towards other options for coach involvement
2. Working on other coach education
 - a. Women in Coaching Conference
 - i. 1 Day – Invite Female Speaker
 - b. Drill & Training Conference
 - i. 1 Day – Invite Speaker
 - c. Trying to find dates and times in the future that would work for CSI Coaches

Colorado Swimming Crime Policy

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

To meet the needs of this crime insurance policy, CSI must ~~do~~ensure the following safeguards are in place:

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.

Colorado Swimming Treasurer Report
March 7, 2020

Quickbooks was successfully transferred to Quickbooks-on-line as of January 1, 2020. The new system is much easier to work with and allows for multiple user access at the same time. I have been reconciling our accounts and will continue this on a monthly basis moving forward. Jackie deserves credit for moving the files and setting this all up on the new system.

Below is a very brief summary of our financial status.

	December 2018	December 2019
Assets	\$699,738	\$630,688
Liabilities	\$89,284	\$64,951
Total Equity	\$610,454	\$565,737

The \$44,717 reduction in equity is a direct result of increasing budgets that were approved last year when the board decide to increase spending for athletes and officials. A detailed update will be provided prior to the HOD meeting in October.

Respectively submitted,

Bill Bartel
Treasurer



Board Report 2/24/20
Diversity and Inclusion Chair

- Zone Camp and Summit are scheduled for June 11-14 in Boise, ID
 1. Blast Email, Call for Ambassadors, Camp Info and App went to all clubs
 2. Full page advertisement in the 14 and Under Meet Program
- Working with USA Swimming, specifically Diversity, Equity and Inclusion to promote Zone Camp and other programming
 1. USA Swimming Table promoting programs at one session of the Senior Meet and one session of the 14 and Under Meet
- Camp is open to 2 athletes and a coach. There is also an athlete leadership track—the athlete would not participate in the swimming workouts, which brings the total to 3 possible athletes.
- The athlete application closes on 3/13. Once the application deadline passes, USA Swimming will send applications from each LSC to the LSC for selection.
- This will be the last Zone Diversity Camp administered by the Zone—USA Swimming is taking over after this quad. Going forward the camp will be fully funded by USA Swimming.
- Working on an LSC Diversity Camp for the Fall around Swimposium with support from USA Swimming
- Working on an LSC Disability Camp for the Fall around Swimposium with support from USA Swimming

Disability Committee Report

Feb 24, 2020

CHAMPIONSHIP SEASON QUALIFYING TIMES FOR DISABILITY SWIMMERS

As the short course draws to a close and championship season is upon us, please be aware of the **Motivational Time Standards** for swimmers who have an impairment but are not classified formally with USParalympics. The time Standards for non-classified swimmers are attached. The description of athletes with impairments is also attached. These swimmers are grouped into P1, P2 and P3 groups. **Swimmers who have registered with an impairment and meet the qualification times for meets using the Motivational Time Standards can compete at State, Western Zone and Sectional Meets.** If you have questions regarding your athlete, please let me know at csorensen2@msn.com or call 303-947-0172 and leave a message regarding qual times for impaired/disability swimmers.

SENIORS MOVING FROM CLUB/HIGH SCHOOL TEAMS AFTER GRADUATION - OPPORTUNITIES

Swimmers who are seniors in high school may be looking toward continuing their swim career at the next level. College is not the only opportunity for swimmers with impairments. Please read through the attached documents for your athlete who has impairments for both college bound and non-college bound athletes.

JUNIOR NATIONALS ADAPTIVE SPORTS USA-NON CLASSIFIED DISABILITY ATHLETES

Swimmers who are looking to compete at championship meets may qualify for Junior Nationals which will be held in Denver, Colorado July 19-24, 2020 at the Ritchie Center, DU Campus. This is an excellent opportunity for athletes who are new to the sport and would like to compete in competitions with other athletes with similar impairments and disabilities who are also new to sport competitions.

Swim competition will be held on two dates. Long course events will be Monday July 20, 2020 from 7 AM – 12PM. Short Course events will be Tuesday, July 21, from 7Am-12PM. All competition is at DU Ritchie Center Swim.

The Junior Nationals website Lin is

<https://junionationals.adaptivesportsusa.org/> which lists the qualification times. The home page list event info, pull down on the heading Sport Information to swim Standards, Rules and Regulations. There is also information regarding registration, other events, scheduling and much more. If you can not find the information easily, please let me know. Sometimes it is difficult to navigate pages **but this is an excellent opportunity for athletes who wish to compete with other athletes in similar competition abilities.**

Athletes must be registered with USA Swimming but not be classified with USParalympics. If you have questions regarding whether or not your athlete can compete, please contact me at csorensen2@msn.com or call 303-947-0172 and leave a message regarding Junior Nationals.

[Junior Nationals](#)

Adaptive Sports USA is a 501(c)3 nonprofit organization. Founded in 1956, Adaptive Sports USA is a national leader in promoting active, healthy lifestyles for youth and adults with a disability.

junionationals.adaptivesportsusa.org

COACHING ASSISTANCE/RESOURCES FOR IMPAIRED ATHLETES

As always, we are fortunate here in Colorado to have excellent resources for impaired athletes The Disability link on the Colorado swim webpage lists the names of resources for coaching help. Additionally, there is information regarding Article 105 and a course for coaches who are entering athletes in USA Sanctioned meets. This course discusses how athletes are officiated during swims. If you have athletes with impairments and would like assistance in coaching techniques, or you have questions on how the athletes can compete in USA meets, please refer to the course on the website or contact Char Sorensen at csorensen2@msn.com or at 303-947-0172.

Respectfully submitted,

Char Sorensen

csorensen2@msn.com

303-947-0172

Disability Chair-Colorado Swimming

USA Swim Official and Trainer

USParlympics Official and Trainer

World Paralympics Core Team Official

USA Swimming neither requires nor recognizes sport classification for Swimmers with Disabilities. Coaches can request of the officials, **Necessary Accommodations** by informing the Meet Referee of the Swimmer who has a Disability. No documentation is needed.

*The P1, P2, and P3 standards **groupings** are provided as a means to group swimmers with similar (dis)abilities into general classes*

- P1 - non-ambulatory (wheelchair bound): limited use of all four extremities
- P2 - dwarfism, multiple limb deficiencies, ambulatory with assistance, can be wheelchair bound with high functioning upperbody.
- P3 - single limb deficiencies, visual impairments, intellectual impairments, ambulatory without significant assistance

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.

Colorado Swimming's legal counsel shall be instructed to inform Colorado Swimming's General Chair when document destruction (planned or otherwise) should be halted. The General Chair will in turn notify Colorado Swimming staff and board members. Violation of such orders can result in immediate termination.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations (<u>stored in QuickBooks</u>)	2 years
Bank statements/ <u>Credit card Statements (available online from the bank)</u>	3 years
Checks (<u>available in QuickBooks</u>) (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect <u>All</u>)	<u>Permanently-For the life of the contract plus 7 years after expiration</u>
Correspondence (general <u>All</u>)	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 <u>transactions</u>	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 <u>claims</u>), claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors) (<u>imbedded in QuickBooks</u>)	7 years
<u>Membership documents</u>	<u>3 years</u>
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (current)	7 years
Personnel files (terminated employees)	7 years
Retirement records and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
<u>Withholding tax statements</u>	<u>7 years</u>

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Colorado Swimming, Inc.

Electronic Communication Policy

Purpose and Application of Policy: This policy applies to all uses and users of Colorado Swimming provided email services, including board members, committee members or staff who may be provided email services by Colorado Swimming. The purpose of this policy is to describe the permitted and appropriate use of Colorado Swimming email in order to ensure compliance with relevant laws, regulations and policies.

Policy Statement:

Colorado Swimming recognizes and has established email as an official means of communication. Certain board members, committee members and staff may be provided a Colorado Swimming email account, which will be the official address to which Colorado Swimming will send email communications. Board members, committee members and staff may use such email services to communicate with other Colorado Swimming members, board members, and committee members in furtherance of their duties.

Colorado Swimming provides email services to support activities associated with administrative functions and in support of its overall mission. Users are required to read and shall be expected to have read in a timely manner, all official Colorado Swimming email messages sent to their Colorado Swimming email address.

Colorado Swimming email services are provided solely for the purpose of conducting Colorado Swimming business. The use of Colorado Swimming email services is subject to the normal requirements of legal and ethical behavior, and any such use shall be subject to and in accordance with all other applicable Colorado Swimming policies.

Colorado Swimming email services shall not be used for personal, non-Colorado Swimming related purposes. Use of Colorado Swimming email for a private business venture or for political purposes is prohibited.

Colorado Swimming email accounts and information sent via Colorado Swimming email services are the property of Colorado Swimming. There is no right of privacy or ownership in any email or any information attached or contained in an email in a Colorado Swimming account. Colorado Swimming has the right to access such accounts and may access such accounts for legitimate business purposes.

Users of Colorado Swimming email services are responsible for safeguarding the privacy and security of information sent electronically in accordance with applicable laws and policies. Copying of email from Colorado Swimming accounts to non-Colorado Swimming accounts is discouraged but not prohibited. Any user who moves a copy of email sent to a Colorado Swimming email account to a non-Colorado Swimming email account expressly assumes personal responsibility for the security and privacy of that email and any information contained therein.



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
March 2020 (as of 2-23-20)
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	6903
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	846
Coaches	264	291	361	379	353	366	430	424	436	494	400
Officials	279	239	246	227	310	303	392	402	420	428	361
Other non-athletes	141	181	111	98	89	92	139	110	132	159	115
Y-R Clubs	69	71	72	69	70	67	64	66	65	67	68
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	4
YR athletes (Premium)						7479	7180	7564	7431	7184	5044
FLEX YR athletes										612	372
Outreach	164	119	131	122	84	88	101	90	85	98	50
Athletes with a Disability	34	34	37	43		46	71	84	88	119	101
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. A committee met to begin working on the items required. We are meeting again in April to assess our status. At that point if we are not able to finish before May 1st we will request an extension.

2020 Convention Application: Here is the link to the application to be funded to attend Convention Sept 22-27/28th. <https://form.jotform.com/200545437903150> Voting members are General Chair, Admin Vice Chair, Senior Vice Chair, Age Group Vice Chair, Senior Coaches Rep, and Senior Athlete Rep.

Website updates: I have begun talking to Ingrid Briant regarding options we may have to getting the old site that is fraudulent taken down.

EMAIL: I have created the admin page for the board emails "POSITION@swimcolorado.org". We do receive them at no cost as a registered non-profit with Gsuite. We have created some of the key positions emails already. Do we want all board positions to have one.



General Chair- Board Report

Tristan Cross

March 2020

- 2020 She LEADS conference is April 3-5 in Colorado Springs. The 2020 Women's Leadership Summit is April 17-19 also in Colorado Springs.
- 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.
- 2020 USAS Convention is September 20-27 in Jacksonville, FL. More info and applications for attending will be released in March.
- I've continued to pass along information and documents to Vinny Pryor for All Stars, Zones and the LSC Select Camp. I received a lot of positive feedback about the organization and execution of the 2020 Midwest All-Star meet. Great job Colorado Swimming and great job Vinny! I will continue to work with the Age Group Chair and CSI coaching staff to ensure a smooth transition in Vinny's first year in this role. I don't anticipate any issues because the staff all have a great amount of experience and dedication to this role.
- All Board of Directors officers, representatives, ex officio members, committee chairs and staff members are required to submit a written report for each board meeting, plus our annual house of delegates meeting. This is a very important component of being a member of the Colorado Swimming Board of Directors and it will help our organization stay productive, organized and informed in all aspects of our LSC. The deadline for the submission of these reports will be approximately two weeks before our meetings. This deadline is firm and will be distributed via email by Jackie leading up to each board meeting and the house of delegates meeting. If you have any questions, please feel free to reach out to me at any time.
- From this point forward, our board meetings will operate under a consent agenda. A consent agenda is a meeting practice which packages reports, board meeting minutes and other non-controversial items not requiring discussion or independent action as one agenda item. This will save time by allowing the board to approve this "package" of items together in one motion. When approving this package of reports, any items which require action or further in depth discussion can be "pulled" and set aside into the meeting agenda for discussion or action. Due to this new method of operating our meetings, it is even more important that every officer, representative, ex officio member, committee chair and staff member on the CSI board of directors submit a report in advance to be included in this "package" for review by the entire board in advance of the meeting. This is something we will discuss at our March board meeting and will be a process we will abide by moving forward. I truly believe this will allow us to operate more efficiently and save time for important matters of discussion at each meeting.
- Board Meeting Dates for 2020
 - May 9th
 - July 25th
 - September 12th
 - September 22-27 — USAS Convention in Jacksonville, Florida
 - October 3-4 — Swimposium and HOD in Colorado Springs

Age Group Vice Chair Report

March 7, 2020

Vinny Pryor

2020 All Star Meet

Team Performance

We once again won the meet handily. Final scores:

1 – Colorado Swimming	1800
2 – Midwestern	611.5
3 – Team Iowa Zone Team	457
4 – Missouri Valley Swimming	344.5
5 – South Dakota Zone Team	242
6 – Team ND	23

Logistics

- Coaching staff was comprised of 7 coaches, including myself – Meghan Hershey (AVON), Kevan Valenzuela (DSA), Lane Bretschneider (GTS), Brett Kelley (TOPS), Meghan Harder (CSST), and Skyler Shinn (HRA).
- We ended up bringing 5 chaperones, all of which did a superb job and the trip went off without any major incidents. We did have one situation in which a 10 & Under athlete boarded another team's bus. The circumstances are somewhat suspect as to whether or not this was intentional – our buses were large, black, charter buses and the bus she boarded was a smaller, yellow school bus. The mishap was noticed immediately thanks to the quick actions of our chaperones and coaches.

Future Meets

- There was an overwhelming consensus amongst the teams that attended that the meet needed to be moved elsewhere.
- Following the meet, an email chain was started and there are plans in the works to move the meet (likely to Des Moines).

2020 Age Group Select Camp (formerly Catch the Spirit)

- Coaching application has been sent out and coaching selection should be finalized in the next few weeks
- Selection for athletes will take place after the 14 & Under state meet. We will be inviting the top 20 12 & under athletes per gender per age group (total of 80 athletes).
- I have 2 speakers confirmed and am in the process of securing 1 more.

- Kristen, Jackie, and I are still finalizing a location and other logistical details. Currently, we have Heritage High School penciled in, but are still trying to make DU an option as well.

2020 Western Zones

- The meet will be held in Gresham, Oregon again, so the estimated cost of the trip will be about the same as last year.
- Per the discussion in December, I've looked more into the selection process for this meet, with the goal of having a more balanced team in regards to numbers in each age group. ***I've submitted a document alongside this report that details a few options, which can be pulled and discussed.***
- The selection process will be posted and sent out at the beginning of the long course season.

2020 Western Zone Championship Team Selection Options

March 7, 2020

Vinny Pryor

Option A – as is

- Keep the selection process as it is now – using the time standards (both Western Zone standards and CO priority standards), determine a tiered list of priority selection (the more CO priority times an athlete has, the higher the priority tier they are placed into)
- Select the top 80 athletes, based on this tiered level of priority, regardless of gender and age group.

Option B – minimum age group numbers

- Keep the tiered priority concept in place, with both time standards, with a slight change in the order of selection:
 1. Select the top 10 athletes per gender, per age group (60 total athletes) FIRST, allowing for 2 full relays of each gender for every age group.
 2. From there, select and fill the remaining 20 spots based on the top 20 athletes in the tiered priority system, regardless of gender and age group.

Option C – different selection for 10 & Under

- Keep the tiered priority concept in place for 11-12 and 13-14 age groups, keeping both time standards. Selection for these age groups could either be:
 - top 60 regardless of gender and age group (current process) OR
 - top 10 per gender, per age group (proposed Option B)
- Use a high point selection, similar to All Stars, to select the 10 & Under age group – selecting the top 10 athletes per gender, per age group, not taking the time standards into account.

CSI Governance Committee Board Report -- February 24, 2020

Governance Committee Members: Jason Lupo (Chair), Ingrid Briant, Ken Ebuna, Linda Seckinger, Miriam Skari

Past Activities: Since its inception, the Governance Committee has been busy getting up to speed on its role and duties and identifying priorities for its work in 2020. We underwent an informative training with Jane Grosser of USA Swimming and have met on a monthly occasions. By way of introduction, since we are a new committee, our role is to help the board make effective governance a standard practice by assisting the board and handling tasks that can get put on the back burner. In particular, we provide support in the areas of board member recruitment and orientation, board member development and training, oversight and the compilation, organization and maintenance of board policies and documents. We look forward to supporting the board of directors in its work to further the mission and vision of CSI.

Ongoing Activities:

Board Member Job Descriptions -- We are working on developing more comprehensive board member job descriptions. This will ensure that future board member candidates have a clear understanding of what the jobs entail and will help us identify and recruit appropriate candidates who are a good fit for the positions. To identify best practices, we have obtained examples of job descriptions from USA Swimming and other LSCs. We are in the process of reaching out to recent CSI board members to obtain their input in crafting revised and more detailed job descriptions for your review and consideration.

Orientation/Training --We also plan to update and expand our board member orientation program in time for use after the next HOD meeting. This will ensure that board members understand the role of the board of directors as well as their individual duties as board members. This will further the overall goal of enhancing the functionality and effectiveness of the board's governance. In addition, on an ongoing basis, the Governance Committee reviews and recommends potential training programs for current board members to help them effectively perform their duties.

Review of CSI Documents -- We are evaluating CSI's governing and policy documents to ensure that they reflect current activity and best practices and that they are compiled and maintained in an organized and user-friendly manner. We will keep you apprised of our work and any recommendations in this area.

Action Item(s):

We have identified a few items that we suggest the board consider in the short term:

Strategic Plan - As you may know, the current strategic plan for Colorado Swimming was created at a facilitated 2-day retreat in April of 2014. The plan was intended to be a working document to be reviewed annually with continual updates and was anticipated to go through 2019. We recommend that the board consider setting a date for a meeting, or ideally a

facilitated retreat, for the creation of a new/updated strategic plan. We have attached the most recent strategic plan for your review as it should be good starting point for this project.

E-mail Communication Policy - With the addition of the new Colorado Swimming email addresses discussed at the December board meeting, we suggest the board consider adopting an Electronic Communication Policy that contains, among other things, a clear explanation of what those email addresses should and should not be used for. We have attached a proposed policy for your consideration.

Review of CSI Policies - At the December board meeting, the board requested that we review the draft CSI Crime Policy, Whistleblower Policy, and Document Destruction Policy. We have attached redline versions of the policies with our proposed edits for your consideration.

Colorado Swimming, Inc.

Electronic Communication Policy

Purpose and Application of Policy: This policy applies to all uses and users of Colorado Swimming provided email services, including board members, committee members or staff who may be provided email services by Colorado Swimming. The purpose of this policy is to describe the permitted and appropriate use of Colorado Swimming email in order to ensure compliance with relevant laws, regulations and policies.

Policy Statement:

Colorado Swimming recognizes and has established email as an official means of communication. Certain board members, committee members and staff may be provided a Colorado Swimming email account, which will be the official address to which Colorado Swimming will send email communications. Board members, committee members and staff may use such email services to communicate with other Colorado Swimming members, board members, and committee members in furtherance of their duties.

Colorado Swimming provides email services to support activities associated with administrative functions and in support of its overall mission. Users are required to read and shall be expected to have read in a timely manner, all official Colorado Swimming email messages sent to their Colorado Swimming email address.

Colorado Swimming email services are provided solely for the purpose of conducting Colorado Swimming business. The use of Colorado Swimming email services is subject to the normal requirements of legal and ethical behavior, and any such use shall be subject to and in accordance with all other applicable Colorado Swimming policies.

Colorado Swimming email services shall not be used for personal, non-Colorado Swimming related purposes. Use of Colorado Swimming email for a private business venture or for political purposes is prohibited.

Colorado Swimming email accounts and information sent via Colorado Swimming email services are the property of Colorado Swimming. There is no right of privacy or ownership in any email or any information attached or contained in an email in a Colorado Swimming account. Colorado Swimming has the right to access such accounts and may access such accounts for legitimate business purposes.

Users of Colorado Swimming email services are responsible for safeguarding the privacy and security of information sent electronically in accordance with applicable laws and policies. Copying of email from Colorado Swimming accounts to non-Colorado Swimming accounts is discouraged but not prohibited. Any user who moves a copy of email sent to a Colorado Swimming email account to a non-Colorado Swimming email account expressly assumes personal responsibility for the security and privacy of that email and any information contained therein.

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.

Colorado Swimming's legal counsel shall be instructed to inform Colorado Swimming's General Chair when document destruction (planned or otherwise) should be halted. The General Chair will in turn notify Colorado Swimming staff and board members. Violation of such orders can result in immediate termination.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations (<u>stored in QuickBooks</u>)	2 years
Bank statements/ <u>Credit card Statements (available online from the bank)</u>	3 years
Checks (<u>available in QuickBooks</u>) (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect <u>All</u>)	<u>Permanently-For the life of the contract plus 7 years after expiration</u>
Correspondence (general <u>All</u>)	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 <u>transactions</u>	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 <u>claims</u>), claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors) (<u>imbedded in QuickBooks</u>)	7 years
<u>Membership documents</u>	<u>3 years</u>
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (current)	7 years
Personnel files (terminated employees)	7 years
Retirement records and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
<u>Withholding tax statements</u>	<u>7 years</u>

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

Colorado Swimming, Inc.

Whistleblower Policy

General

Colorado Swimming's Code of Ethics, ~~(the Code)~~ 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 or suspected 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 has an~~ open door policy and ~~suggests that~~ encourages employees/volunteers to share their questions, concerns, suggestions or complaints with someone who can address them properly in the first instance. 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~~ his or her 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 or her discretion, shall advise the General Chair and/or the audit committee. The Compliance Officer is the chair of ~~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.~~

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.

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

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Colorado Swimming Crime Policy

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

To meet the needs of this crime insurance policy, CSI must ~~do~~ensure the following safeguards are in place:

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.

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

Colorado Swimming, Inc.

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Zone 2 Representative Report

March 7, 2020

Vinny Pryor

Future Business

2020 Dates, locations, hosts and meet referees for both the Senior and Age Group Meets have been set.

Age Group Meet

Date: 7/10-12

Location: VMAC

Host: ACES

Senior Meet

Date: 7/10-12

Location: DU

Host: TOPS

We will hold a brief meeting at the 14 & Under state meet this weekend, towards the end of the Sunday prelims session to discuss future meet details.

I am looking for someone to take over as Zone 2 representative – I don't feel that I should hold multiple positions on the board and with my duties as Age Group Chair, I don't feel like I can give proper attention to both positions. If anyone knows of anyone that would be interested, please reach out to me.

Seasonal Report
Cody Allen
Las Animas Trofins
February 24, 2020

2020 Zone 3 Schedule

May 29th-31st – La Junta

June 5th – 7th Lamar

June 12 – 14 Salida

June 19-21 Pueblo West @ Lovell Park

June 26-28 Rocky Ford

July 3-4 Las Animas – This meet will be modified to accommodate as many events as possible but will have an adjusted format.

July 10-12 Canon City

July 17-19 Ski Hi – Alamosa – Their facility will be closed for the entire summer for repairs to the HVAC. They are currently planning to have limited practice at a facility near by but will not have access to standard equipment. Discussion has been had regarding other teams inviting the swimmers to practice with the host team one or two days prior to the meet. The team is currently requesting help finding a location to host a meet.

July 26-28 SECAL Championships @ Pueblo County

July 31 – August 2 Seasonal Sate in Lamar – Las Animas and Lamar are holding meetings to discuss items necessary for the meet to run smoothly. The seasonal state meet was held in Lamar in 2018. This year's proposed theme is Goggle Vision 2020.

Seasonal teams in Zone 3 continue to push for new officials. The next meeting for Zone 3 will be held in April. Officials training will be offered earlier in the day with trainings as requested by the teams.

Currently there is no other information is available from seasonal teams in other zones.

Officials Committee Report

Colorado Swimming BOD Meeting March 7, 2020

2020 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 held a phone in Officials Committee Meeting in January 2020.

Discussion centered around the two sub-committees – We sent a survey to all officials asking numerous questions about officiating in Colorado – how the committee can improve (see attached)

The second Committee is reviewing the Official portion of the website, and training etc.. – to make sure everything is up to date and the information is all the same. Make any additions to the website.

2020 Officials Workshops from USA Swimming:

Open Water – David Brown,
Mentoring (for evaluators), Scott Powell, Linda Seckinger
Referee Workshop – TBD

CSi agreed to funding up to 15 Officials to attend and work the CSI Hosted 4 Corners Sectional Meet in Jenks Okla. We have 12 officials eligible for reimbursement – (must work all but 1 session) and 14 attending.

ACTION ITEMS:

- 1 – CSI funding Officials selected for Olympic Trials – for 6 officials –
 - Costs - Airfare \$220
 - Hotel – USA Swimming arranges block of rooms – 8 days @ \$270 (tax included) -\$2160
 - Roommate ½ room = \$1,080 + \$220 Airfare = **\$1300 total**

Mike Dilli
Colorado Swimming Officials Committee, Chair
March 7, 2020



Colorado Swimming Inc.

To: The Board of Directors of Colorado Swimming Inc
From: Brian W. Wixted, Organization Risk & Operational Safety Coordinator
CC: Recipient names
Date: February 24, 2020
Re: Organization Risk & Operational Safety Report

During the period January 1, 2020 to date there has only been one accident report submitted involving an athlete and resulting in an injury to the hand and a possible fracture. This injury was the result of the athlete practicing a dive and striking another athlete in the water that did not clear the area.

In 2019 for the period January 1, 2019 to April 18, 2019 from a report provided by USA Swimming there were 14 accidents reported and submitted to USA Swimming. Requested the full year summary report from USA Swimming to provide to the Board at our upcoming meeting in March. USA Swimming prepares the report for the prior year and current period through mid-April and distributes the report to the LSC shortly thereafter. Requested to see if we can at least receive the full year 2019 summary before the board meeting. USA swimming indicated final touches and review of the 2019 summary are being done at the writing of this report.

For the 14 accidents recorded & submitted these are the types of injuries:

1. Allergic reaction to peanuts – practice – bleachers
2. Fall in the locker room – hit head on wall – practice – locker room
3. Hit arm on the finish of backstroke – meet
4. Slipped on the pool deck while climbing out of the pool – practice
5. Slipped on bleacher step hitting side, back & head – meet
6. Stepped on broken glass – cut foot – meet – locker rm
7. Tripped on sidewalk, fell & hit nose – committee meeting – outside facility
8. Dove too deep, hit nose & head bottom of the pool – practice
9. Head struck the wall at the finish of the backstroke – meet
10. Cut toe on metal gutter completing flip turn – practice
11. Nosebleed walking – meet – pool deck
12. Laceration left big toe - - meet
13. Spectator fell on sidewalk & curb – outside the venue

While we wait the full report for 2019 from USA Swimming given the number of accidents reported during the 1st 3 ½ months of 2019 project number of accidents for the full year will be approximately 50 given the number of meets, practices and athletes & spectators.

Consideration and focus by the Board relating to organization risk & operational safety in these areas and topics of risk for 2020 are:

1. Review, enhancement & updating of the lightning policy
2. Active Shooter Plan – facility preventive measures
3. Emergency Action Plan for different situations

4. Meet Director Safety Action Plan for meets etc.

Welcome discussion and ideas of areas to focus on in the coming year to address organization risk and operational safety for our organization to ensure the safety and protection of our members – coaches, officials, athletes, facility staff, parents & spectators.

USA Swimming neither requires nor recognizes sport classification for Swimmers with Disabilities. Coaches can request of the officials, **Necessary Accommodations** by informing the Meet Referee of the Swimmer who has a Disability. No documentation is needed.

*The P1, P2, and P3 standards **groupings** are provided as a means to group swimmers with similar (dis)abilities into general classes*

- P1 - non-ambulatory (wheelchair bound): limited use of all four extremities
- P2 - dwarfism, multiple limb deficiencies, ambulatory with assistance, can be wheelchair bound with high functioning upperbody.
- P3 - single limb deficiencies, visual impairments, intellectual impairments, ambulatory without significant assistance

Safe Sport Chair Board Report

Linda Eaton

March 7, 2020

Past Activities:

December/January/February: The teams that are now Safe Sport Recognition certified: Elevation Athletics, ACES, Colorado Torpedoes, Cheyenne Mountain, Flatirons Swimming, Boulder Swimming, Pueblo Swim Club, Front Range Barracudas, and Denver Stingrays.

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

Pending teams for Safe Sport Presentations: Aspen, Grand Junction (scheduled for June presentation), Cañon City

On-going Activity: Continue to schedule meetings with LSC clubs/teams to help them get started on becoming Safe Sport Recognition. Developing a schedule for a Safe Sport table at key geographically placed LSC meets. Handle Safe Sport issues as they arise.

Kudos go to Pueblo Swim Club's Safe Sport Club Coordinator and Board for their handling of an issue relating to the health and wellbeing of one of their swimmers and the swimmer's family. Their offer of support was an excellent example of what the Safe Sport program is all about.

Held a Safe Sport Committee meeting to discuss the Stakeholders Meeting and potential future interaction with Illuminate-Colorado on training for helping athletes deal with sexual abuse. Also discussed the sharing of the Woodmoor-developed steps for creating a positive environment and culture for clubs struggling with that issue. The information was shared by the Western Zone Safe Sport Chair when helping a club in Bend, OR to reverse their downward spiral of club implosion.

Still need to contact 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. Will try to have them attend a meet where we are hosting a Safe Sport Table.

Working with Rich LeDuc on a proposed joint workshop for the Coaches/Safe Sport Track at October Swimposium: developing a panel of members to cover a range of topics plus have time for questions. The topics so far: tips for handling anti-social behavior in swimmers to gain a positive outcome; suggestions for creating smoother transitions for swimmers from one practice group to the next; dealing with swimmers who have/are experiencing sexual abuse; creating positive environments that welcome D&I swimmers;

Action Item: Approval for Coaches/Safe Sport Workshop covering Safe Sport/D&I information

Eric Eikenbary
Senior Vice Chair Report
Colorado Swimming BOD Meeting March 7, 2020

REPORT-

CSI Senior Meet – The meet in Ft. Collins was well attended. Friday and Saturday sessions were a bit long (4.5 and 6 hours). It was not surprising given that we were pushing a 3 session SCY meet into 2 sessions. The LC session was also well attended and had a good energy. Using it as a preparation opportunity for sectionals/trials seemed very appropriate. Thank you to all the officials, coaches and swimmers that attended.

CSI currently has 17 swimmers qualified for Olympic Trials and that number is expected to increase significantly after the sectional meets. Congratulations to all the swimmers, and their coaches, who have qualified.

In early January CSI applied for a USA Swimming Grant to host an LSC Athlete Leadership Conference. The application was denied. If offered again next year, CSI will apply.

ACTION ITEM:

1 – Would CSI like to host its own Athlete Leadership Summit in 2020 for our LSC athletes?

If approved for the money, I will begin solidifying logistics, lining up presenters, and marketing the Summit. The application process for the athletes will be submitting a written application with references. Selected participants will be high school age, must complete and submit the application and references by the posted deadline, and be approved by select members of the CSI Board of Directors. Our intention will be to equally split participation between young men (8) and young women (8). CSI will send an email to teams announcing the Summit no less than 90 days prior to the application deadline. Selected applicants will be announced approximately 14 days after the application deadline.

Providing organized activities such as the Leadership Summit to our athlete members will ultimately improve our entire organization. Educating athletes on leadership and providing them leadership skills will create engagement and ownership for the swimmers.

Our Leadership Summit will likely be on a Saturday in the fall of 2020. Our Summit will include 3, two-hour sessions (mimicking those offered in the USA Swimming Athlete Leadership Summit). The first two sessions will be committed to the topics of Leadership Style & Values, and LSC Governance. After an on-site lunch break, our third two-hour session will be Servant Leadership. We will work to have a "public sector" presenter for the Leadership Style and Values topic, a non-athlete member presenter for the LSC Governance topic, and a combination coach and athlete member presenters for the Servant Leadership Topic. Each presenter will have the autonomy to produce their own materials which will be reviewed for appropriateness prior to presentation. I feel very confident in my ability to organize this summit in an educational, open, fun, and stimulating environment where everyone's input is valued. A budget of \$2,000 should be enough money to support meeting space, pizza lunch, continental breakfast, and small stipends for adult presenters.

Day Schedule:

7:30am – registration & continental breakfast

8:00 – 8:20am – welcome and introductions

8:20am - 10:20am - Present Leadership Style & Values

10:20 - 10:40 am – Break & snack

10:40 - 12:40pm - Present LSC Governance

12:40 - 1:40pm - on-site lunch break

1:40 - 3:40pm - Present Servant Leadership

3:40 – 4:00pm - wrap up and final comments

4:00pm - dismissal

Thank you.

Eric Eikenbary

Senior Vice Chair



Board Report
Zone 4- Western Slope
Feb 26, 2020

THE GENERAL THOUGHT –we are transitioning from lots of coaching changes with all of our clubs and new reps, and figuring out how to keep WSL running smoothly

Scheduled Meets in the Western Slope from 3/14/2020-08/09/2020

[WSL Bronze Championship](#)

03/14/2020

[Durango SCM Altitude Classic](#)

05/08/2020 to 05/10/2020

[Sopris IMX](#)

05/16/2020 to 05/17/2020

[Aspen](#)

06/05/2020 to 06/07/2020

[Delta](#)

06/09/2020

[Gunnison](#)

06/12/2020 to 06/14/2020

[Montrose Marlin Summer Open](#)

06/19/2020 to 06/21/2020

[Craig](#)

06/20/2020 to 06/21/2020

[Grand Junction Invite](#)

06/26/2020 to 06/28/2020

[Telluride](#)

06/27/2020

[Delta Evening Splash #2](#)

06/30/2020

[Western Slope Championships](#)

07/10/2020 to 07/12/2020

[Delta](#)

07/14/2020

[CSI Open Water Championships- AVON](#)

08/08/2020 to 08/09/2020

WESTERN SLOPE SWIM CAMP- JOINING MESA UNIVERSITY CAMP- I know that we were discussing having the WSL swimmers who are interested, perhaps attending these camps in place of the Mavs. one. A subsidized price was also discussed.

Technique Camp: Sunday June 7 – Weds June 10 Ages 8-18 Years Old.



Board Report
Zone 4- Western Slope
Feb 26, 2020

Our Technique Camp is based on the philosophy that “practice does not make perfect, it makes permanent. Perfect practice, makes perfect.” During this camp, we breakdown all four strokes, starts and turns to help you become a more efficient swimmer. We teach the strokes “from the inside out” while focusing on posture, body position and creating more efficient swimming shapes.

TRAINING CAMP: Sunday June 14- Weds June 17. Ages 12-18 Years old.

This training camp is focused on building a more effective “swimming motor.” We will address all of the major energy systems while imparting an understanding of how swimming works. Daily long course workouts will be supplemented with flexibility work, dryland training, mental skills training and an introduction to strength training for swimming.

Along with precise technique instruction, both of these camps include underwater video, state-of-the-art swim/ training facilities, new residence halls, nutritious meals in the CMU dining facilities.

Cost \$400 per Resident \$300 per Commuter (8:30am-5pm, lunch included)

Location Maverick Center 1100 North Avenue Grand Junction, CO 81501

Register online at CMUmavericks.com/camps

Thank you,

Mickey Wender

Head Coach Swim, Dive Triathlon

Colorado Mesa University

(845) 494-0514

mwender@coloradomesa.edu

Colorado Swimming, Inc.

Whistleblower Policy

General

Colorado Swimming's Code of Ethics, ~~(the Code)~~ 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 or suspected 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 has an~~ open door policy and ~~suggests that~~ encourages employees/volunteers to share their questions, concerns, suggestions or complaints with someone who can address them properly in the first instance. 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~~ his or her 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 or her discretion, shall advise the General Chair and/or the audit committee. The Compliance Officer is the chair of ~~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.~~

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.

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

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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
