

Colorado Swimming, Inc.
Board of Directors Meeting
Saturday, May 9, 2020

Call to Order: 11:00AM ZOOM Video Conference

Roll Call: Tristan Cross, Dale Ammon, Jillian Hayes, Erik Eikenbary, Robert Scandary, Bill Bartel, Luke Schumm, Miriam Skari, Shawn Smith, Mike Dilli, Linda Eaton, Jackie Stiff, Linda Seckinger, Andy Niemann, Brian Wixted, Char Sorensen, Rich LeDuc, Lane Bretschneider, Lindsay Bradbury, Robert Jenkyns, Jason Lupo, Ken Ebuna, Ingrid Briant

GUEST: Mike Novell

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

Reading, Correction, and Adoption of April 20, 2020, Meeting Minutes: Motion to adopt with spelling correction/S/P

^=report submitted by BOD Member

Report of Board of Directors

^General Chair - Tristan Cross

1. Conversation on 2014 Strategic Plan – Tristan encouraged everyone to review the plan and be ready to converse about it at length at a future meeting.
2. Technical suit restriction for 12 Under swimmers; effective September 1, 2020 (USA Swimming) – CSI has not seen anything specific coming from USA Swimming or suit manufacturers to further detail this new rule.

^Administrative Vice Chair - Dale Ammon

- 1) Review of discussion/plan for CSI supported position on re-opening facilities for practices and events.
 - a) Dale encouraged anyone with language and/or templates to forward these to him so these could be used by other clubs to aide in the opening of their respective pool.
- 2) Follow up status of CSI Competitive equipment repair, namely the Backstroke Ledges. This has taken a backburner with the Covid issues predominating our business. Also, it remains to be determined who will be paying for the shipping costs for the ledges needing to be repaired. They are currently housed at Denver University, but cannot be accessed at this time. Shawn Smith will look into this as restrictions relax.
- 3) Follow up discussion on CSI Disbursement of funds in support of teams in need from Covid-19 Impacts. Jackie Stiff reported that 49 clubs have requested these funds from CSI.
- 4) CSI Task Force follow up on Integration of PPP Loan Funding – Task Force update on status of implementation. Bill Bartel reported that CSI had requested and has received funds. No other information has been presented to CSI
- 5) Follow up on the impact of the CHSAA announcement of cancellation of activities until June 1. Also, measure the impact of the statement from their letter stating the following, "Local school districts will determine building usage during this time, and after June 1. (Note: Superintendents and Principals can hold meetings within state health guidelines with their staff, using their buildings)." Does this impact Pool facility use? A number of members weighed in on this topic, as did guest Mike Novell. It was hoped that by use of a template (see 1 above) that local entities could be persuaded to open their facilities for swimmers. Ken Ebuna reported that conversation with his Athletic Director suggested that VMAC would possibly be closed for months.

Finance Vice Chair - Jillian Hayes

^Senior Vice Chair - Eric Eikenbary
until July 2020 meeting.

^Secretary - Robert Scandary

Treasurer - Bill Bartel

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Coach Representatives - Steve Hanson, Luke Schumm

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

^Safe Sport - Linda Eaton

^Technical Planning - Shawn Smith

^Officials - Mike Dilli

Report of CSI Staff

^Executive Secretary - Jackie Stiff

1. LEAP 3 – Request for Extension - Jackie will be requesting further extension from USA Swimming
2. Volunteer Board Reimbursement – tabled until September 2020 meeting

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, ^Lane Bretschneider, Cheryl Thomas-Gilmore, ^Lindi Bradbury, Bob Jenkyns

^Operational Risk - Brian Wixted

^Diversity - Rich LeDuc

^Disability - Char Sorensen

Open Water - Grant Holicky

Club Development - Andy Niemann

^Governance Chair - Jason Lupo –

1. Implementation of mandated Rules of Order training
2. Creation of a committee or a timeline for revising the Strategic Plan

Unfinished (Old) Business:

1. Athlete Leadership Summit - Senior Vice Chair – Erik requested that this be tabled until July 2020 meeting
2. Western Zone Team Selection process - Age Group Vice Chair - tabled
3. Cloud Storage for COSI BOD - Admin Vice Chair – Under investigation as to providers and options – tabled until July 2020 meeting
4. Governance Committee
 - a. Adoption of revised Document Destruction Policy **Motion to adopt with language revisions/S/P**
 - b. Adoption of Whistle Blower Policy **Motion to adopt with language revisions/S/P**
 - c. Adoption of Crime Policy **M/S/P**
 - d. Adoption of Electronic Communication Policy **M/S/P**

New Business:

1. Colorado government - Phase 1; Phase 2 and impact on pools – Dale stated that the Task Force would be looking into this area for CSI and report back as information becomes available.
2. Updates from USA Swimming

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- a. Insurance – Jackie reported that USA Swimming does not cover virus infections
 - b. Practice changes/suggestions - Coaches and Task Force weekly hold conversation regarding this.
 - c. Transfers – USA Swimming has suggested to “play nice” re: transfer requests, but they have not presented any changes to this process. Jackie is processing some that had been requested prior to Covid.
 - d. Meets (suggestion no travel and suspended rules from) – Shawn Smith presented the recommendations from Technical Planning. After considerable conversation, the majority of the Technical Planning report (Covid recommendations) was requested to be tabled until the next BOD meeting. Shawn made a motion to separate one specific area from the Tech. Planning report; to cancel the CSI LC Open Meet (June 19-21, 2020) **M/S/P**
 - e. Financial resources from USA Swimming – Jackie reported that multiple clubs are applying for this.
3. USA information regarding HOD meeting options (USA sponsored Zoom Conf. 4/8/2020) – Four CSI members shared information gleaned from participating in this Zoom conversation. Most surrounded the need to have HOD act to allow virtual HOD meetings to occur and adopt that language into LSC By Laws, if the need exists. Resources were shared with the participants for legal review, parliamentarians, voting issues, and some programs that can be used to ensure privacy for elections, etc. The conference was recorded and may be viewed on the USA website when posted.

Resolutions and Orders:

1. Written reports from each BOD member/representative is due to CSI Office by **July 9, 2020**
2. Another Zoom conference will be called shortly (tentatively on May 26, 7:00PM) to finish conversation and discussion on the Technical Planning recommendations.
3. Next meeting **July 25, 2020; location TBD**

Adjournment: 1:00PM M/S/P

Date: April 22, 2020
To: COSI Board of Directors
From: Robert Scandary, Secretary
Re: Board Minutes
Update Convention Education Committee

Thanks to Ingrid and Jackie for taking Board minutes during my absence. All previous Board meeting minutes (March 7, March 12, April 6, and April 20) have been completed and submitted for posting on the website.

As a member of the USA Swimming Convention Education Committee, we continue to have monthly conversations regarding the scheduled USAS Convention to be held in Jacksonville, FL, on September 22-26, 2020. Our planning has continued to build the schedule, break-out sessions, and LSC activities to aid and support participants while in Jacksonville.

A USA staff member on our committee cast some doubt as to Convention taking place this September. Concerns regarding CoVid-19 issues are still very much a part of any decision making, and “wait and see” seems to be the order of the day from USA Swimming.

The established Future Convention Task Force has the task of looking at how USA Swimming might conduct our organizational business once we are no longer contractually committed to USAS (commitment concludes in 2021).

Admin Vice Chair Report
May 9, 2020
CSI Board of Directors Meeting

Key administrative activity for CSI has been interrupted by the closing of facilities needed for swimming practice and competition within the LSC. Much of the active time spent on swimming was working closely with coaches, teams, and LSC's on building proper strategies for moving forward in the time of significant interruption to swimming and the entire nations normal daily activities.

Covid-19 Ongoing Activities

- 1) Led the CSI Covid -19 Task Team Weekly calls. These are held every Tuesday at noon. This team is designed to forward think into the current impact of the pandemic on Colorado Swimming and all operational activities that need to be discussed, new paths identified, and to identify key issues for the CSI BoD to be targeting in their actions.
- 2) Participated in the bi-weekly Zone Directors Conference calls to discuss key issues affecting the local LSC's and Competitive events associated the jurisdiction of the Western Zone. Managing the key changes to events affecting competition at the Zone level.
- 3) Led conference call that cancelled the 2020 Zone Competitive events (Senior and Age Group) and rolled these events with their current hosts into the 2021 Competitive year. All new meet dates are posted on the WZ Competitive Calendar.
- 4) Participated in weekly LSC Conference calls for the discussion of impacts of the Coronavirus on the WZ and the LSC's impacted by the change to practice and competition in the Western Zone.
- 5) Led the close-down of the Four Corners Sectional Meet (as the Planned Meet Referee) in collaboration with our hosts from the Jenks, OK team.
- 6) Worked alongside the Task force to identify ways for CSI to support the teams with financial support from the LSC. Provided content to the committee on key decisions of a similar nature being done by other LSC's from across the country.
- 7) The 2020 Zone Workshop set for Chicago, IL in May has been cancelled.
- 8) Covid-19 Task Force Discussion to consider suggestive plans for re-opening Practice sessions for competitive swimming , followed by Competitive events in 2020. A Small sub-team was put in place to consider what the CSI initial position is to re-open facilities.

Actions Needed:

- 1) Review of discussion/plan for CSI supported position on re-opening facilities for practices and events.

- 2) Follow up status of CSI Competitive equipment repair, namely the Backstroke Ledges.
- 3) Follow Up Discussion on CSI Disbursement of funds in support of teams in need from Covid-19 Impacts.
- 4) CSI task force follow up on Integration of PPP Loan Funding – Task Force update on status of implementation.
- 5) Follow up on the impact of the CHSAA announcement of cancellation of activities until June 1. Also, measure the impact of the statement from their letter stating the following....***"Local school districts will determine building usage during this time, and after June 1. (Note: Superintendents and Principals can hold meetings within state health guidelines with their staff, using their buildings.)"*** Does this impact Pool facility use?

From: [Denise Thomas](#)
Subject: Board-Approved Membership Changes / LSC Registrar Zoom Calls
Date: Thursday, April 30, 2020 10:00:30 AM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)
[image010.png](#)

To: LSC Membership / Registration Chairs
LSC Office Staff

At the April 24 USA Swimming Board of Directors meeting, the board approved the following changes regarding membership:

- The changes to the Flex membership approved in January for implementation in September 2020 for the 2021 Membership Year, will now begin in the 2022 Membership Year.

What does this mean: Flex will remain as is for 2021; Optional for LSCs and clubs, \$10 USA Swimming Fee and up to \$10 LSC fee, limited to 2 Sanctioned meets

- For 2020, individuals applying for calendar year membership on or after June 1, 2020 will receive membership valid through December 31, 2021.

This action extends the 2021 membership year earlier and amends bylaw 2.4.6 regarding INDIVIDUAL MEMBERSHIP: Each class of membership (except life membership, seasonal membership, and single-meet open water membership) is for a calendar year period. Individuals applying for calendar year membership on or after September 1 will receive membership valid through December 31 of the following year.

What does this mean: The 2021 registration year will start June 1, 2020. This applies **ONLY** for Premium, Flex, Outreach and Non-athlete (Coach, Official, Other) memberships. SWIMS will be updated with the necessary programming. Registration applications will be updated and sent to LSC registrars. Additionally, details regarding the general end of the year instructions for LSC registrars will be provided within the next few days.

- Seasonal Membership Extension: Seasonal memberships (Season 1, Season 2, and Individual Season) that expired on or after March 16, 2020, are permitted to be extended to August 30, 2020. LSCs registering or renewing any seasonal memberships may set the athlete's expiration date to no earlier than August 30, 2020, but no later than December 31, 2020, as long as the membership does not exceed 150 days after USA Swimming lifts the national moratorium on meet sanctions

What does this mean: LSCs that offer Seasonal membership (Season 1, Season 2, and Individual Season) will be able to extend their seasonal membership to August 30, 2020. Any members who registered as a Seasonal member that expired on or after March 16, 2020 can be extended to August 30, 2020. Seasonal expiration dates will be set based on when USA Swimming lifts the national moratorium on meet sanctions, not to exceed more than 150 days after this date.

NOTE: These motions were sent out to all coach members last night.

Zoom calls will be scheduled as follows: Wednesday, May 6 - Western/Central Zones 1:30 – 2:30 MT (12:30 PT, 2:30 CT, 3:30 ET) and Eastern/Southern 4:00 – 5:00 MT (3:00 PT, 5:00 CT and 6:00 ET) You can join either call but please try to attend your specific zone for no other reason than to keep participation small enough to allow for an effective FAQ session.

Also, it will be helpful to submit your questions to me in advance so our time can be used effectively and efficiently.

Invites to the Zoom calls will be sent shortly.

Thanks

Denise



DENISE THOMAS
Membership Manager

1 Olympic Plaza
Colorado Springs, CO 80909-5780
o: 719.866.3575
denise.thomas@usaswimming.org



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Board Report 4/22/20
Diversity and Inclusion Chair

- The Western Zone DEI Camp scheduled for Boise, ID in June has been canceled and replaced with a virtual camp that now includes the Central Zone as well.
- Made a request that the number of athletes able to attend the now virtual camp be extended for greater participation. The request was denied. There is still the possibility of additional athletes if other LSC's do not send 2.
- Colorado had 11 athletes apply for the Zone DEI Camp.
- The Summit, the educational wing of the Zone DEI Camp, is now also limited to 2 spots, one of which is for the LSC DEI Chair.
- Colorado had 5 apply for the Summit. 3 Coaches and 2 Swimmers.
- This is the last year for USA Swimming sponsored Zone DEI Camp. Going forward, USA Swimming is taking over this event.
- The Western Zone discussed the possibility of doing a Zone camp administered by the Zone and there was some interest. USA Swimming has requested that Zone camps of this nature not target the same athletes that would be going to the USA Swimming sponsored camps. A Zone Camp, while a bit more expensive, could include more athletes than the 2 currently allowed.
- Submitted the job description for DEI Chair that is currently under review by the National DEI Committee to the LSC Governance Committee

May 2020

New Business:

Due to Covid 19, **all meets** that are impaired specific, including World Series, Nationals and Trials have been postponed until further notice. **All classification** is also postponed until further notice.

Adaptive Sports which was to be held at DU on July 20-21, 2020 has been cancelled and is scheduled for July 2021. Location TBA

Old Business:

If you have an impaired athlete who would like impaired specific dry-land training, or if you need ideas or support with your impaired athletes, please contact Nathan Manley, Head Coach for the USPara Swim Team in Colorado Springs at Nathan.Manley@usopc.org

On the following link, <https://www.teamusa.org/US-Paralympics/Sports/Swimming/Coaches/Education>

You will find more information for impaired swimmers on your team including:

Coaches and officials with your team will also benefit from supplemental online resources which address some of the unique aspects of teaching, training and competition for athletes with unique abilities.

- [Introduction to Para Swimming Course](#) produced by U.S. Paralympics Swimming
- [Introduction to Officiating Swimmers with Disabilities Course](#) produced by U.S. Paralympics Swimming.
- [Officials Open Book Test](#)
- [IPC Introduction to Para Sport Course](#)

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.

Char Sorensen

Disability Chair, Colorado Swimming

Csoresen2@msn.com

303-947-0172



U.S. PARALYMPICS SWIMMING

Competing in a Varsity Collegiate Program as Para-Swimmer

The Basics about NCAA & General Questions to Consider if Choosing a non-Collegiate Team

- What academic area of interest do you want to study?
- Do you have multiple areas of degree interests? Can the school accommodate all of them if you change your mind on what degree you will pursue?
- What environment do you need? Large, small, rural, urban, close to an airport, public transportation, etc.? Think this through. Differentiate between what is a need, and what would be nice. Think along the lines of a must have. Be certain of what will be a deal breaker.
- What accommodations does your impairment require? Will the institution be able to provide what you must have?
- How far away from home are you willing to go?

If all the academic pieces fit, then look at the Swimming Program and consider the following:

- NCAA sponsored Teams all have some overlapping rules while some are division specific.
- DI & DII institutions can give athletic and academic scholarships, DIII can only give academic scholarships. Each division is designed by the NCAA to meet a variety of philosophical points. For each Para-Swimmer, it is important to look at every aspect of the team to help determine which division of NCAA competition best fits your goals and provides you the experience you are looking for.
- What type of team experience are you looking for? To be a part of a varsity team potentially earning a spot on the scoring roster? Or do you just want to be a team member and don't care if you aren't going to swim in the away or big meets?
- Where do your times fit into the team and conference? Are you able to be in the range of competitiveness to earn a spot?
- What is the size of the team? Too large (over 48 for both genders) may not give you the opportunities you are looking for.
- Be sure to ask about and understand the try-out policies of all teams.

Questions about Swimming with IE

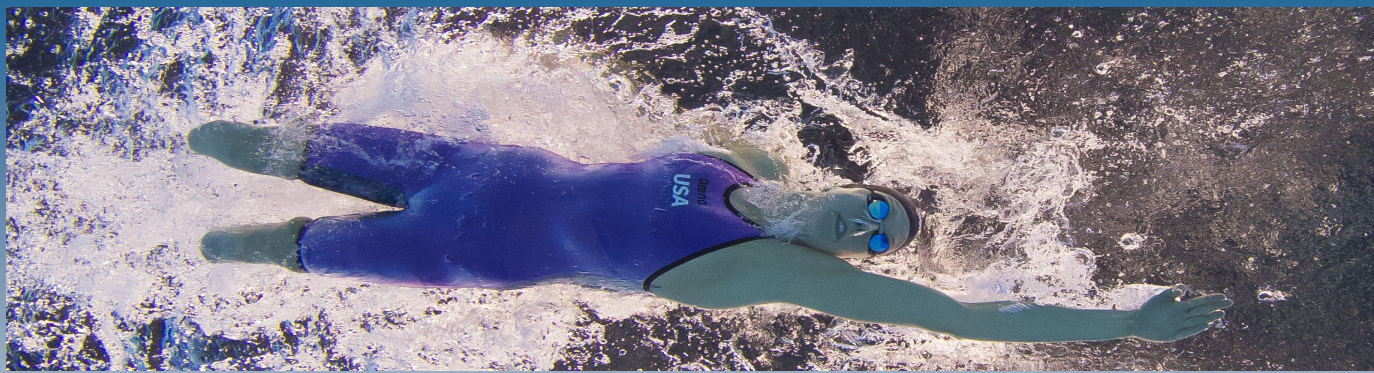
1. What do you look for in a student athlete? We look for a well rounded student athlete who is motivated and has a true passion for swimming. Their main goals are in the classroom and the pool—in that order.
2. What is your training philosophy? We believe in quality stroke development over putting in a lot of yards. We combine this with effective racing strategy to improve performance. There is an emphasis on IM & stroke swimming. We also make good use of our underwater cameras and the TiVo unit to analyze races after meets.
3. What does a typical week of practice look like? We train 2 mornings and 5 afternoons, as well as Saturday morning if we are not on the road. We also require 2-3 strength training workouts a week that include lifting and are a part of AM's.
4. How would you describe your training volume? Beginning, Mid/Highest Peak, and Taper? We are a quality driven program, and yes we do volume especially during winter training, but we have our top sprinters top out at round 4000, mid 5000, and distance 6000 during any one practice in the afternoon. Mornings are short 45 minute specific training in the pool.
5. Do you travel on a training trip in the winter? Yes. This past year we traveled to Arizona for a little over a week during the winter break.
6. Do you separate your team into specific training groups? If so, how do you separate them? If mixed genders, do you mix all practices or just some? We separate by sprint, middle 4IM, and distance. Typically, we separate out by training group 2-3 afternoons and both mornings. All practice except Saturday morning is mixed.
7. What accommodations for my impairment are you comfortable making based on what I may need?
8. Do you see this working for you and your staff? For your team? What challenges do you feel we may encounter?
9. Would I have a spot on the team roster? Would I get to swim in dual meets in individual events, or just a spare relay? Will I get to attend invites and Conference Championships?
10. How do you feel about working with me on my full seasonal plan for training and big meets that includes not just the collegiate season, but also for U.S. Paralympics Swimming?

Questions about Academics with IE

1. How many school days so athletes miss for traveling to competitions? On average we miss 4 days of class. Two days at our mid-season invitational and two days for our conference meet. Some athletes will miss a few afternoon classes for an early Friday afternoon travel meet.
2. How do your athletes balance the rigors of academics and swimming? Our team does a great job of balancing both. Year to year, our overall average men's GOA is 3.0 and the women's is 3.4. We have three different practice times in the afternoon to choose from to accommodate the class schedule.
3. Do you require study tables for your team? Study tables are used as needed. If our overall average drops below 3.0 then we require a few hours a week of study tables.
4. How do professors work with athletes when they miss a class/classes to attend a competition? We have a great working relationship with the professors because we instill the need for athletes to communicate and get the academic side of things responsibly taken care of upfront and to work ahead proactively.
5. What is the team policy regarding an extenuating circumstance that I may need to miss a workout due to academic restraints? We have 3 options for practice each day, and there is also an open swim time available during the day, so our expectation is that when you plan ahead, you can still manage to get the work in where it fits best regarding circumstances. We also have a "mental health" day where an athlete can opt out for the day. There must be sound reasoning, and it cannot be over-used. Typically, it's a rare situation that it is ever used.

General Academic Success Suggestions

- Complete standardized tests early.
- Stay strong by attending every class. You are paying for it!
- Take advantage of professor office hours.
- Take advantage of free tutoring and resource centers on campus.
- Have all papers reviewed by the writing center on campus. This is vital to learning every point possible.
- Set up your schedule, plug in academic then athletics, and work your plan.
- Go to the library to study and do work.
- Develop good sleep habits.
- Work ahead. Be proactive, not reactive!
- Track your own progress in each class.



U.S. PARALYMPICS SWIMMING

FAQ REGARDING A NON COLLEGIATE TRAINING EXPERIENCE

Exploring Your Training Options

TOP THINGS TO CONSIDER

- What type of team experience are you looking for?
- What personal experience do you need to be your best?
- Is public transportation required?
- Is the coaching staff able to work with you year round to include planning and training to U.S. Paralympics Swimming schedule and events?
- Are you able to participate in local and regional meets with the club team?
- Do practice times fit your college course schedule or work/life schedule?

TOP 3 OPTIONS

USA Swimming Club Team

www.usaswimming.org

Research the website for teams in the area.

USMS Masters Club Team

www.usms.org

Research the website for teams in the area, and check local colleges for campus masters programs

Resident Program at OTC

www.teamusa.org/US-Paralympics/Sports/Swimming

Research the website for information on the Resident Program, and communicate directly with the Director of U.S. Paralympics Swimming.

Personal Needs & Wants

- what coaching style fits you best?
- What training philosophy fits your impairment best?
- What pool facility needs are required for your impairment?
- Do you need living accommodations nearby?
- Are there options for out of pool training?





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
May 2020 (as of 4-22-20)
Board Report

Membership Type	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020 ytd
Athletes (all types)	5870	6057	6325	7216	7303	8688	8547	9125	8876	8979	6990
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	868
Coaches	264	291	361	379	353	366	430	424	436	494	416
Officials	279	239	246	227	310	303	392	402	420	428	362
Other non-athletes	141	181	111	98	89	92	139	110	132	159	120
Y-R Clubs	69	71	72	69	70	67	64	66	65	67	69
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	6556
FLEX YR athletes										612	379
Outreach	164	119	131	122	84	88	101	90	85	98	55
Athletes with a Disability	34	34	37	43		46	71	84	88	119	102
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. We will need to request a longer deadline.

2020 Convention Application: Applications have been put on hold. We are not 100% sure if it will be happening.

Website/trademark updates: The word press site appears to be down and the updated trademark application has been submitted.

EMAILS: Board emails have been created for all positions except zone reps and athletes. If you have not logged into your email, please email me for updated password.

MI Sports Fundraiser: We are moving forward on our shirts from MI.

2021 Registration fees: I am not recommending any LSC registration fees at this time.

Governance Committee Report

4/22/2020

Chair: Jason Lupo

Committee Members: Linda Seckinger, Ken Ebuna, Miriam Skari, Ingrid Briant

Overview: The committee has met once since the last BOD meeting in regards to our specific role as a governance committee, and have been involved in Grant/Loan Ad Hoc Committee meetings related to the COVID-19 situation. During our March 11th meeting, the committee discussed submitting revised documents for the whistleblower policy and document destruction policy after Minnesota swimming was kind enough to send over their policies for us to use, edit, etc. The committee would like to thank Ken for his work reaching out to multiple LSCs for guidance on this. After receiving these documents, the committee decided that the layout of the policies was cleaner and language in the documents were cleaner and easier to understand. These new documents have been attached. We also discussed potential ways we may be able to assist local zones, improving involvement at a CSI level and helping zones create systems and policies and finding ways to create communication and sharing of ideas between zones. This was the first time the topic had been brought up and we will be discussing further in the future.

Suggested Action by Board of Directors:

1. Adoption of revised Document Destruction Policy and Whistle Blower Policy
2. Adoption of Crime Policy
3. Adoption of Electronic Communication Policy
4. Implementation of mandated Rules of Order training
5. The creation of a committee or a timeline for revising the Strategic Plan

Items to Consider:

1. Creation of a Crisis Management Plan (I have attached Minnesota's plan)
2. Review Conflict of Interest Policy



Document Retention Policy

Colorado Swimming Inc. (CSI) takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records CSI may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the General Chair.

From time to time, the General Chair may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the General Chair.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years
	Invoices (to members, customers, from vendors)	7 years
	Member registration forms	2 years
	Member transfer forms	3 years
	Club charter information	3 years



Document Retention Policy

Insurance Records	Insurance Summary for USA Swimming Local Swimming Committees (LSC's)	7 years
	Reports of Occurrence received by the LSC office	7 years
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years
	Charitable Organizations Registration Statements (filed with Colorado Attorney General)	7 years
Human Resources	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards	3 years
Technology	Software licenses and support agreements	7 years after all obligations end

1. Electronic Documents and Records.

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

2. Emergency Planning.



Document Retention Policy

CSI's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping CSI operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

3. **Document Destruction.**

The General Chair is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

4. **Compliance.**

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against CSI and its employees and possible disciplinary action against responsible individuals. The General Chair and Administrative Vice Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations. The General Chair will periodically report to the Board of Directors on compliance with this policy.

5. **Update the Table of Documents**

When new items are identified by law, by USA Swimming, by CSI, or by staff, the General Chair will update the document retention policy and report back to the Board of Directors.



Whistleblower Policy

General

Colorado Swimming Inc. (CSI) expects directors, officers, committee members, volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of CSI must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws, regulations, and USA Swimming and CSI policies.

Reporting Responsibility

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

No Retaliation

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

Reporting Violations

Employees are to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the General Chair or Administrative Vice Chair of CSI whom you are comfortable in approaching. Directors, officers, committee members, supervisors and managers are required to report suspected violations to the Administrative Vice Chair.

Compliance Officer

The Administrative Vice Chair is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the General Chair or Finance Committee. The Administrative Vice Chair is required to report to the Finance Committee at least annually on compliance activity.

Accounting and Auditing Matters



Whistleblower Policy

The Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Administrative Vice Chair shall immediately notify the Finance 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 must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the law, regulations, and/or CSI policies. 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 Administrative Vice Chair will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted violation reports. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.



**MINNESOTA
SWIMMING**

Eisenhower Community Center
1001 Highway 7, Room 250
Hopkins, MN 55305

CRISIS MANAGEMENT/ DISASTER RECOVERY PLAN

BACKGROUND INFORMATION:

Purpose of a Crisis Management/Disaster Recovery Plan: An LSC crisis may occur in a number of different situations including times when the integrity or reputation of MSI is threatened by adverse or negative attention; when, in the eyes of the media, general public, or its membership, MSI did not react to a given situation in an appropriate or timely manner; or when an emergency arises that may threaten the operations of the permanent office of MSI. During these times, it is vital that MSI effectively manages communication through a formal, clearly defined channel in order to mitigate the crisis or any serious negative repercussions while maintaining its reputation of leadership and transparency. This MSI Crisis Management Plan manages the distribution of critical, often sensitive, information to the media, the public, and its members while the Disaster Recovery Plan is designed to insure business continuity by protecting the LSC from threats to its physical assets and IT-disabling disasters.

The Role of the MSI Board in Crisis Management/Disaster Recovery Planning: Under nonprofit governance laws, the members of the MSI Board of Directors have the duty to exercise a high standard of care in managing the business of the organization. In an emergency, this duty extends to insuring that the assets of the organization are protected and helping the organization manage its communications with key stakeholders, members, strategic partners, employees, news media, and the community. The board's responsibility prior to a crisis is twofold: (1) to be sure there is a crisis management/disaster recovery plan in place and (2) to know and understand its own role in helping the organization through a crisis.

CRISIS MANAGEMENT PLAN

Descriptions of Key Positions:

- Spokesperson: General Chair or Designee - The person authorized to speak to the news media, public, membership, and stakeholders during a crisis.
- Information Officer: Person(s) appointed by the General Chair and approved by the MSI Board of Directors – The commander-in-chief of the crisis communication plan who is charged with conducting the preliminary investigation of the crisis situation by gathering information from all relevant sources.
- Crisis Management Team: Members of the crisis management team must be accessible any time of the day or night.
 - A. Primary Team: Spokesperson, Information Officer, General Chair, USA Swimming Representative, and Legal Counsel (when deemed appropriate by the Primary Team)
 - B. Secondary Team: Remaining Members of the MSI Executive Committee and Immediate Past General Chair – Administrative Vice Chair, Finance Vice Chair, Senior Vice Chair, Age Group Vice Chair, Coaches Representative, Senior Athlete Representative, Technical Planning Chair, Immediate Past General Chair
 - C. Situational: Other individuals may be identified collaboratively by the General Chair and Information Officer to serve on the crisis management team based on their expertise and/or relationship to the situation. This may include MSI staff members.
- Stakeholders: Stakeholders are those members of key constituent groups who have a vested interest in MSI. They include:
 - A. USA Swimming
 - B. MSI Board of Directors & Staff Members
 - C. MSI Members - Clubs, Coaches, Athletes, Non-Athletes
 - D. Parents of MSI Member Athletes
 - E. LSC Volunteers (Events, Committees, etc.)
 - F. Media & Public

General Procedures:

- The General Chair, or his/her designee, is responsible for issues management. It is the responsibility of all MSI board and staff members to constantly monitor the LSC and national swimming environments as well as the local, state, and national news coverage of issues or trends that might lead to public relations problems for MSI. Upon becoming aware of the existence of any potentially harmful situation, board and staff members are required to contact the General Chair with as much information and documentation as possible regarding the potential situation. The General Chair or his/her designee, in consultation with selected board members and staff, will immediately create and implement a plan that could include intervention or mediation to help mitigate any impending crisis.
- Realizing that not all crises are preventable, it is the responsibility of the MSI Board of Directors, through the office of the General Chair, to have an appropriate crisis management plan in place that includes the education of all board members with respect to that plan and their roles during a crisis.
- The General Chair, or his/her designee, will serve as the Spokesperson in the event of a crisis. If approached, board members should refer all inquiries to the designated Spokesperson.
- At its first meeting following the annual MSI House of Delegates, the Board of Directors will review the current LSC crisis management plan to insure that all board members are aware of the procedures and their roles during a crisis. Also at this meeting, the General Chair will bring forth for board approval two recommended appointees to serve as a potential crisis Information Officer for the upcoming year. These appointees must be current members of the MSI Board of Directors, be readily available to lead the investigation of a crisis, be thorough and detail-oriented, and possess the ability to remain calm under pressure.
- Should a crisis arise during the year that requires activation of the MSI crisis management plan, the General Chair will select one of the two approved appointees as the Information Officer for that situation. That selection will be based primarily on the nature of the crisis with respect to both the board position of the selected appointee and his/her relationship to the crisis situation.

Best Practices: In the event of a crisis, the Board of Directors of MSI will adhere to the following best practices:

1. Crisis prevention is a priority for MSI and is supported by continually maintaining sound business practices and effective internal and external communications.
2. The Board of Directors should budget for and facilitate media training for the designated Spokesperson and staff members to learn strategies to effectively deal with the media during times of crises.
3. MSI board members and staff will remain “calm” and take the “high road” during a time of crisis. It is imperative to remain focused under pressure situations to allow for the best possible handling of the crisis and to insure that the business operations of MSI continue to be carried out efficiently and professionally during the time of any crisis.
4. MSI understands the urgency in getting its message out first. This allows MSI to better control the content and its accuracy as well as stabilizing the situation and solidifying the reputation of MSI. Crisis communication planning must be designed to help manage the first 48 hours of an emergency.
5. After gathering facts to help understand the crisis situation, it is imperative that MSI communicates the right message. Consultation with legal counsel may be necessary to insure that appropriate information is shared at the appropriate time(s).
6. Board members should return phone calls and emails directing the inquirer to the designated Spokesperson. The Spokesperson is responsible for following up with all communications including phone calls and emails. Under no circumstances should a board member provide any information other than the contact information for the Spokesperson when approached.

7. Upon receipt of any information related to the crisis, board members should immediately relay that information to the Information Officer ASAP.
8. Members of the MSI Board of Directors should minimize the use of email communications related to any existing crisis during the activation of the crisis management plan. Private conversations among board members are the preferred method of communication during this time.
9. The Information Officer will share information regarding the crisis with the board members and stakeholders of MSI at the appropriate time.
10. The members of the crisis management team will conduct an annual drill and rehearsal of the crisis management plan.
11. Issues regarding personnel and Board of Review matters are to remain confidential.
12. The MSI office will serve as the permanent repository for all critical MSI documents including annual reports, fact sheets, news releases, etc.

Crisis Management Plan (CCP):

PROCESS:

1. **Notification:** The General Chair should be immediately notified of any impending or existing crisis by staff and/or board members of MSI.
2. **Assessment of the Situation:** Upon receiving notification of an impending or existing crisis, the General Chair will either activate an intervention/mediation plan or appoint one of the two approved Information Officers to initiate an investigation.
3. **Information Officer:** Based on the nature of the crisis, the General Chair will appoint an Information Officer from the two candidates previously approved by the MSI Board of Directors to initiate the investigation. This investigation should include:
 - o Determine what happened.
 - o Determine when and where it happened
 - o Determine who is affected
 - o Identify why it happened and what/who caused
 - o Investigate and assess the reaction to the incident
 - o Determine possible repercussions of the incident
 - o Interview and collect all facts and documents from those affected
 - o Determine when more information might become available

MSI Board Members should have the Information Officer's contact information and supply him/her with any pertinent information related to the crisis as soon as he/she is made aware of it.

4. **Activation of a Crisis Management Team:** Depending on the situation, the Information Officer will convene a primary and/or primary & secondary crisis management team(s) via conference call or in-person meeting
 - A. The crisis management team will be alerted by a phone call; use of email is discouraged. It is imperative that the Information Officer has up-to-date contact information for all members of the crisis management teams.
 - B. The Information Officer may engage others in the process based on the situation.
 - C. If necessary, the Information Officer will designate a location to serve as the crisis center.

5. Crisis Management Team: Before Going Public

- A. Based on information gathered and presented by the Information Officer, the crisis communication team will assess the situation, determine the facts, and begin planning. Questions to be answered include:
 - o What is the situation? What will happen next?
 - o Who on staff needs to be involved?
 - o What immediate steps need to be taken?
 - o What is known and who already knows
 - o Is there potential public interest?
 - o Who will be affected?

- o What are people feeling – what emotions need to be considered?
- o What information is needed and who beyond board and staff needs to get it? When will it be available?
- o What should MSI do about it? Proactive vs. reactive?
- o What resources are needed to manage the crisis? Is legal or PR counsel needed?
- B. The crisis management team will formulate an appropriate response to the crisis.
 - o Determine what can and cannot be said
 - o Develop a factual, responsive message.
 - o Construct an appropriate script to be used by the office, voice mail system, board members, etc.
- C. The crisis management team will construct a plan/process and timetable that appropriately address the crisis.
 - o Determine if the desired approach should be proactive or reactive.
 - o Determine who will deliver the response (usually the trained Spokesperson).
 - o Determine how the response should be communicated. Example: Constructing a statement to post on the website, email to membership, and/or distribute to the media; holding a news conference; conducting a Spokesperson interview; hybrid approach (combination), etc.
 - o Decide to whom the response should be communicated.
 - o Develop a timeline for communicating the response.
 - o Create an action plan for internal and external communication.

5. Crisis Management Team: Going Public

- A. The Information Officer alerts the key stakeholders.
 - o The Information Officer establishes communication with the identified stakeholders providing them with background information regarding the situation and the response.
 - o The stakeholders are given contact information for the Information Officer, Spokesperson, and other crisis management team members as needed.
- B. The Spokesperson begins external audience outreach as set forth in the crisis management team's plan.
- C. Update the web site as needed.

6. Crisis Management Team: After Going Public

- A. Continually evaluate the effectiveness of the message as the situation progresses.
- B. Implement methods for updating both internal and external audiences with new information as it becomes available.
- C. Distribute post-crisis communications to appropriate audiences.

7. Post Crisis Review

- A. Secure Loose Ends: Appropriate communications should be made to the appropriate audiences (including MSI Board and members) summarizing the resolution of the crisis. Check to be sure interaction with all media contacts has been completed.
 - B. Review: Re-convene the crisis management team to evaluate the effectiveness of the crisis management plan including the following: planning, response, actions, what worked and didn't work, what procedures should be revised for the future, etc. If appropriate, engage the board of directors in this review.
 - C. File: File all notes, video/sound clips, talking points, communications, etc. into an electronic file to be housed permanently in the MSI office. The hard copies of all official documents should be filed and kept also in the MSI office.
 - D. Update: Revise the crisis management plan to reflect the any suggested changes and present to the MSI Board of Directors for approval.
-

DISASTER RECOVERY PLAN

It is imperative that MSI has procedures in place to continue its business in the event of a disaster that causes damage to the permanent office and/or threatens the LSC's IT systems. It is the responsibility of the staff member designated as the office manager, in collaboration with the General Chair, to insure that an effective plan is constructed and communicated to the appropriate staff and board members. Components of that plan should include the following:

- Maintaining a complete inventory of all the physical assets of MSI. Update databases and spreadsheets annually and record major acquisitions as they occur.
- Maintaining a daily online backup of the office computers, key databases, and financial files. Schedule "drills" every quarter to test the procedure to determine if the system can be restored from backup files.
- Storage of copies of all insurance policies, titles, bank account numbers, legal documents, etc. in a fireproof safe.
- Establish procedures that indicate who does what in the event of an office emergency/evacuation.
- Construction of a document that contains emergency contact information for all staff and members of the executive committee to be shared with members of both entities.
- Construction of a directory of emergency resources to have on hand at all times. In addition to the option of calling 911, have contact information for the fire and police departments and the building management/security readily available.
- Establishment of a network of community organizations that could be called upon during specific types of crises particularly if an office evacuation extends over a significant period of time. Consider the range of needs depending on the crisis – supplies, office space, equipment, etc.
- Maintaining disaster recovery procedures for staff or volunteers performing work for the permanent office on an off-site basis.
- Review/revision of the disaster recovery plan at least once a year with office staff and Administrative Vice Chair.

KEY POSITIONS (Per BoD Resolution)

1. Spokesperson: General Chair or Designee
2. Information Officers:
 - TBD
3. Crisis Communication Team (effective 09/01/2017):
 - Primary Team
 - A. Spokesperson: General Chair (Luke Day, 612-490-0502) or Designee
 - B. Information Officer: TBD
 - C. USA Swimming Representative:
 - D. Legal Counsel: (as deemed appropriate by the Primary Team)
 - Secondary Team
 - A. Current Immediate Past General Chair, (Jim Hanton, 651-639-0228)
 - B. Current Administrative Vice Chair, (Steve Nelson, 952-464-2581)
 - C. Current Finance Vice Chair, (Kelly Burrows, 507-995-1075)
 - D. Current Senior Vice Chair, (Lucas Baarlaer, 303-641-3241)
 - E. Current Age Group Vice Chair, (Rory Coplan, 612-839-5876)
 - F. Current Senior Coach Representative, (Scott Tripps, 612-385-3235)
 - G. Current Senior Athlete Representative, (Breandan Gibbons, contact MSI office)
 - H. Current Junior Athlete Representative, (Megan Burrows, contact MSI office)
 - I. Current Technical Planning Chair, (Dave Bentz, 612-328-2463)
 - Situational Team (Staff)
 - A. Bob Crunstedt, (mobile: 612-910-1616, office: 952-988-4185)
 - B. Cassy Shapley, (952-988-4181)
 - C. Sheryl McGuire, (952-988-4182)
 - D. Sandra Hibbard, (952-937-8231)

From: [USA Swimming](#)
To: csiswimoffice@swimcolorado.org
Subject: Memo from Rules and Regulations Chair
Date: Thursday, April 23, 2020 9:50:01 AM



TO: LSC General Chairs
LSC Office Staff
LSC Officials Chairs
Zone Directors
Club Contacts
Club Presidents
USA Swimming Rules & Regulations Committee

In light of the USA Swimming Board of Directors decision to revoke all existing USA Swimming sanctions and suspend granting sanctions through May 31, 2020, the Rules & Regulations Committee has received inquiries regarding the requirements to hold certain swim meets.

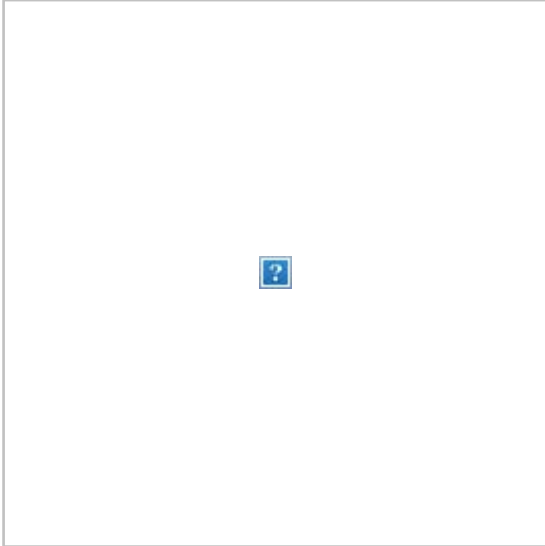
The USA Swimming Board of Directors has indicated that it will continuously reassess whether to extend the suspension period based on health and governmental authorities' information. At the present time, it is impossible to predict when sanctioning and competition will resume. Moreover, in the present circumstances, it is impractical to schedule, plan and run the meet(s) as dictated by the rules. Given the uncertainty, the inability to conduct the required meet(s) remains beyond the control of the Zones, LSCs and member clubs. Accordingly, in 2020, USA Swimming, Zones, LSCs and member clubs are not expected to conduct a meet as would have been required by the following rules:

1. Rule 204.9.6 (requiring Sectional meets to be conducted in the Spring and Summer);
2. Rule 204.10.1 (requiring that Futures meets be conducted in the summer);
3. Rule 205.6 (requiring each Zone to conduct at least one age group championship annually);
4. Rule 205.8.2 (requiring LSCs to conduct two Age Group championship meets annually); and
5. Rule 206.1 (requiring USA Swimming to conduct Championships meets

annually).

USA Swimming continues to monitor the situation closely and will provide guidance on this and other topics on a rolling forward basis.

With best regards,



Chair, USA Swimming Rules & Regulations Committee

Clark R. Hammond
2729 Old Trace
Birmingham, AL 35243
Cell 205.910.5390
Fax 205.874.3240
Email: ruleregs@gmail.com

cc: Bob Vincent, USA Swimming Board Chair
Tim Hinchey, USA Swimming President & CEO
Lucinda McRoberts, USA Swimming Chief Administrator Officer & General Counsel
Abigail Howard, USA Swimming Associate Counsel & Director of Safe Sport
Mickey Smythe, Secretary, USA Swimming Rules & Regulations Committee

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Officials Committee Report

Colorado Swimming BOD Meeting May 9, 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
MEET STATUS UNCERTAIN
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 April 2020. Discussion centered around the two sub-committees – 1. what the Officials Committee do to improve Officiating in Colorado – 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.

After reviewing the results of the Officiating Survey, the Committee decided to take two courses of action:

- A) Start a Mentor program – Use Sr. Officials at Meets to advise/help and answer questions for officials at all positions.
- B) Offer online (Zoom) Clinics to help Officials who can not travel to a Clinic on given dates

2020 Officials Workshops from USA Swimming:

All workshops cancelled/postponed -

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

Hosted Sectional Meet in Jenks - cancelled

ACTION ITEMS: None

Mike Dilli
Colorado Swimming Officials Committee, Chair
May 9, 2020



Colorado Swimming Inc.

To: The Board of Directors of Colorado Swimming Inc
From: Brian W. Wixted, Organization Risk & Operational Safety Coordinator

Date: April 21, 2020
Re: Organization Risk & Operational Safety Report – 3/31/20

During the three-month period January 1 – March 31, 2020 I did not receive any notifications of any accidents. Colorado Swimming has been significantly impacted by COVID-19 being directed to cancel all meets through April 10th then April 30th and now May 31st USA Swimming. With the Governor of Colorado requiring the closing of state & local offices, bars, restaurants, retail stores, gyms, schools and rec centers Club teams were forced to cancel swim practice during this period. Clubs reacted trying to continue training by implementing virtual dryland workout sessions running afoul of USA Swimming insurance guidelines. USA Swimming responded quickly to this issue working with their insurance carrier to allow the above activities to occur without a coach having to be physically present but on video conducting dryland training sessions.

COVID-19 has had a significant impact on the operations of Colorado Swimming Inc (CSI) and member clubs financially given no meets at least through the end of May and swim practice halted through sometime in May if not longer. The CSI Board appointed an Ad-hoc Committee (“Committee”) to consider the financial implications of this global health & economic crisis on CSI and its member clubs not collecting coaching fees and hosting meets. The Committee reviewed and adjusted its 9/30/20 budget for the impact of reduced revenue & expenses not having any meets through the summer/early fall. In addition, the Committee stress tested the budget to have no revenue from meets through 2021. The results of these different scenarios were that for the year ended 9/30/20 CSI would have a surplus of approx. \$40,000. Running the CSI operation without revenue would be approx. \$65,000 annually. Cash and investment accounts at this date approx. \$300,000 of which is approx. \$100,000 in cash. After reviewing the various financial scenarios along with the investment account balances the Committee developed a recommendation to provide financial assistance to member clubs which was presented at an emergency board meeting on Monday April 20, 2020 by the Committee.

Providing an update to my report dated February 24, 2020 which provides a summary of the accident reports completed and filed with USA Swimming for 2019.

During 2019 Colorado Swimming Inc. (CSI) had 37 accident reports completed and filed with USA Swimming. An accident summary report by Local Swim Club (LSC) is attached for your review and reference. To review specific accidents for Colorado please review pages 15 – 17.

High level summary of the accidents for 2019 is provided below but for a complete list of accidents and details I refer you to the report attached.

1. Fall – meet - spectator
2. Ankle injury resulting from hitting the gutter - meet
3. Knee dislocation – meet – warm up
4. Foreign object in eye – meet – competition
5. Hit nose collision with another swimmer – practice
6. Swimmer experiencing dizziness & lightheaded – meet

7. Kicked in the face – meet – warm up
8. Slipped, fell & hit head while walking fast to starting block – meet
9. Bloody nose while walking – meet
10. Rolled ankle while walking & stepping off curb – meet
11. Athlete fell off split bar – other
12. Deep cut to finger using scissors – meet
13. Start – athlete dove in hit forehead on bottom of pool – practice
14. Cut big toe – meet
15. Riding electric scooter ran into wall – other
16. Walking on deck, slipped, fell , knee gave out – practice
17. Spectator fell on sidewalk & curb – other
18. Stepped on broken glass – cut on bottom of foot – practice
19. Jammed finger into wall during race – meet
20. Dove in too deep, hit nose on bottom of pool – practice
21. Allergic reaction – practice
22. Swimmer slipped on 1st & 2nd step of bleachers – practice
23. Possible seizure - practice
24. Slipped & fell - meet – deck area
25. Slipped, hit side of head on wall – practice – locker room
26. Climbing out of pool & slipped – practice
27. Hit forehead breaking streamline – practice
28. Hit head stretching & jumping – meet
29. Cut toe during flip turn – practice
30. Walking, slipped & fell – meet
31. Tripped on sidewalk, fell & hit nose – other
32. Walking down bleachers, slipped, fell backward hitting head laceration top of skull -meet

Safe Sport Chair Board Report

Linda Eaton

May 9, 2020

Past Activities:

March/April: Safe Sport presentations that were cancelled and will need rescheduling: Boulder Riptide, Falfins

On-going Activity: Electronic communication only. Sending out files with step-by-step instructions for LSC clubs/teams to help them get started on becoming Safe Sport Recognition. Activities for training Safe Sport committee members and ordering Safe Sport supplies for them have been put on hold until the COVID-19 pandemic constraints are lifted.

Action Item: None

From: [Cody Allen](#)
To: [Jackie Stiff](#)
Subject: Report
Date: Wednesday, April 22, 2020 3:17:00 PM

Jackie,
I have nothing to report at this time. Seasonal teams waiting for direction for the summer.
Not much they can do in the mean time.

Cody

Eric Eikenbary
Senior Vice Chair Report
Colorado Swimming BOD Meeting May 9, 2020

REPORT-

Coaches and athletes are looking forward to getting back in the water. The uncertainty of the upcoming competition schedule is proving quite stressful. Many coaches have been communicating about what it may look like when swimmers can start working out in pools again. We are expecting extreme limitations.

The board's decision on athlete reimbursement was well received.

Jackie sent the link for the Senior Photos/Newsletter. The entry deadline is May 10. This seems a little extra important for this year's seniors.

ACTION ITEM:

No action items

Thank you.
Eric Eikenbary
Senior Vice Chair



Board Report 4/22/20
Zone 1 Rep.

On the Zoom Calls by Zone, clubs shared what they are doing during this time—dry-land, meetings, goal setting, pizza parties, etc.

There was some talk of liquidating assets of the Northern League to distribute to clubs that were scheduled to host the NCS Winter Districts. The idea did not get enough traction to warrant further action at this time.



Board Report
Zone 4- Western Slope
April 22, 2020

Scheduled Meets in the Western Slope from 6/1/2020-08/09/2020

[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-

UPDATE: We are in a "wait and see" position in terms of what we'll be permitted to do. Our hope is that we'll be able to have camp, and may look at pushing it back to July. Will wait for more direction from USA Swimming.

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

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.



Board Report
Zone 4- Western Slope
April 22, 2020

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

From: [Miriam Skari](#)
To: [Jackie Stiff](#)
Subject: BOD report
Date: Wednesday, April 22, 2020 1:42:37 PM

What a crazy few months it has been, although sanctions through Colorado Swimming have been suspended through May 31st, we have been busy as ever during this Covid-19 pandemic.

I have been a part of several different task forces including the Coronavirus task force and the ad-hoc committee. We have been addressing the ever changing pandemic and issues that arise regarding the sport of swimming.

Additionally I have continued to serve on the Board of Directors and the Governance Committee, addressing ways we can improve as an LSC. Most recently as a Governance Committee, we have begun to edit all job descriptions in the LSC so that we may continue to run more efficiently in the future.

With this pandemic affecting the whole country and world, these unprecedented times have been difficult. It proves however how strong we as a committee can be in addressing problems as they arise. This gives me great hope in regards to the future of this team of extremely talented individuals. I can't wait to hit the ground running again in the sport of swimming, and I know we will come out stronger than ever.

Miriam Skari
Athlete Representative

Sent from my iPhone

From: lseckinger@aol.com
To: csiswimoffice@swimcolorado.org
Subject: Fwd: Non Compete Clause between MI Sports and Colorado Swimming
Date: Tuesday, April 21, 2020 12:31:04 PM

Jackie,

Here is the email that was sent to the BOD regarding the association with MI Sports. I was asked by the BOD to check into this and the following was what I found out and my recommendations at the time.

I am still searching for the email from the Athlete Representative at that time, but as I recall she was in support of having MI Sports attend our championships meets and provide their services.

Linda Seckinger
Times Coordinator
Colorado Swimming, Inc.

-----Original Message-----

From: Kim O'Shea <csiswimoffice@comcast.net>
To: 'Linda Seckinger' <lseckinger@aol.com>
Cc: Cindysue1212 <Cindysue1212@aol.com>
Sent: Mon, Apr 22, 2013 11:47 am
Subject: RE: Non Compete Clause between MI Sports and Colorado Swimming

Will do!

Thanks!

Kim O'Shea
Colorado Swimming
Executive Secretary
PO Box 730
Castle Rock, CO 80104-0730
800-242-SWIM (CO only)
720-612-4203 phone
720-612-4220 fax

From: Linda Seckinger [<mailto:lseckinger@aol.com>]
Sent: Monday, April 22, 2013 10:14 AM
To: csiswimoffice@comcast.net
Cc: Cindysue1212@aol.com
Subject: Fwd: Non Compete Clause between MI Sports and Colorado Swimming

Kim,

Would you please forward this email to the Board of Directors of Colorado Swimming along with my recommendation that follows.

Upon the BOD's request I spoke with Kristi and Tiffany Friday, April 19, 2013 about the request that we had received from Sports Authority. Their comment was that this would be in direct competition with MI

Sports. I asked if MI Sports and Colorado Swimming had a written contract for MI Sports to provide the services that they provide to the teams and Colorado Swimming at our State Championships and their response was that there was no written agreement between the two parties. I asked if they would like to exercise their right to a "No Compete" clause and their response was that they would. I then advised them to send me an email containing this information.

My recommendation to the Board of Directors is that even though we do not have a written contract with MI Sports, that our agreement is one better known as a "Gentleman's Agreement" between MI Sports and Colorado Swimming, that we honor their request through the email submitted to me this morning, along with the request from Sara Nash our Athlete Representative and continue as we have done for so many years.

Linda Seckinger

General Chair

Colorado Swimming, Inc.

-----Original Message-----

From: Cindy Nation <cindysue1212@aol.com>

To: info <info@swimmisports.com>; lseckinger <lseckinger@aol.com>

Sent: Mon, Apr 22, 2013 9:55 am

Subject: Non Compete Clause between MI Sports and Colorado Swimming

Dear Colorado Swimming,

MI Sports has enjoyed a wonderful working relationship with CSI for over 20 years! We have worked together for the benefit of all swimmers during this time. Our goal is always customer service, providing the very best in service and product. In this economy it is getting increasingly hard to make ends meet. Vending at swim meets is a critical part of our ability to keep enough revenue flowing to pay for the cost of the very best employees and a large selection of all kinds of swim product. Some of our customers live in areas where swim product would only be available to them online so having MI Sports vending at a meet with a vast array of product helps them very much. We have the best art and selection of apparel choices at our state meets. We would like to ask Colorado swimming for a non compete clause as vendor of swim meets to help us be able to go forward providing this quality service to Colorado swimmers.

Thank you for this consideration.

Cindy Nation

cindysue1212@aol.com

From: lseckinger@aol.com
To: csiswimoffice@swimcolorado.org
Subject: Fwd: Regarding Sports Authority
Date: Wednesday, April 22, 2020 10:52:56 AM

Jackie,

Here is the response that we got from Sara Nash in regard to MI Sports.

Linda Seckinger
Times Coordinator
Colorado Swimming, Inc.

-----Original Message-----

From: Kim O'Shea <csiswimoffice@comcast.net>
To: 'Sara Nash' <cows2007@gmail.com>; LSeckinger <LSeckinger@aol.com>
Sent: Fri, Apr 19, 2013 8:49 am
Subject: RE: Regarding Sports Authority

Thank you very much, Sara!

We greatly appreciate feedback from the athletes, and you have first-person perspective on the situation. I'm sure Linda will do everything to protect the relationship for CSI and MI Sports, if not enhance it!

Thanks!

Kim O'Shea
Colorado Swimming
Executive Secretary
PO Box 730
Castle Rock, CO 80104-0730
800-242-SWIM (CO only)
720-612-4203 phone
720-612-4220 fax

-----Original Message-----

From: Sara Nash [<mailto:cows2007@gmail.com>]
Sent: Thursday, April 18, 2013 9:51 PM
To: LSeckinger@aol.com; Kim O'Shea
Subject: Regarding Sports Authority

Hi,

I was just listening when we were discussing whether or not we should work with sports authority, but then I started to think more about it and here are my thoughts. From an athletes perspective Cindy is a great help. She is willing to do just about anything for us, and I wouldn't trust anyone else. I have walked into sports authority looking for swim gear before and they really dont offer much. They dont even offer all of the goggles we would want.

Cindy has been helping me for eight years, and I really appreciate all

she's done for us. I have bought suits at other meets but Cindy has been the only one who really helps you with making sure your suit fits. She gives us great discounts, and I don't see what sports authority would have to offer that's better than Cindy's products.

Thanks,
Sara Nash
Sent from my iPhone=



General Chair- Board Report

Tristan Cross

May 2020

- Below is the list of weekly meetings I've been participating in. This increased amount of communication has been hugely beneficial to keep CSI at the forefront of the Covid-19 situation. They have also helped our LSC to be at the forefront of being proactive.
 - Tuesday's at Noon- CSI Task Force Meeting
 - Thursday's at 9:00am- CSI Coaches Coffee Talk
 - Thursday's at 10:00am- USA Swimming/LSC Leadership Meeting
 - Weekly- Coaches Happy Hour
 - Plus regular meetings with other coaches from around CSI and other LSC leaders from around the country.
- As listed above, the CSI Covid-19 task force has continued to meet weekly to discuss the current state of the situation in our LSC. Our focus has been on increasing communication, creating solutions, assistance and pathways to getting back to our normal way of operating. This has been hugely beneficial to gather knowledge and feedback from coaches, officials, parents and swimmers from around Colorado. These meetings will continue to be held weekly for the duration of the current crisis.
- Jackie Stiff, Vinny Pryor and I met to discuss the stance of Colorado Swimming in regards to the cancellation of the Western Zone Age Group Championship meet. Vinny Pryor will provide more information in his report.
- The 2020 Zone Workshop was scheduled for May 1-3 in Chicago. It has now been rescheduled for April 30th- May 2nd 2021 in Chicago. This workshop will include the General Chair, Admin Vice Chair, Executive Secretary, DEI Chair, Safe Sport and Officials Chair.
- Board Meeting Dates for 2020
 - We will continue to hold periodic emergency CSI board meetings in response to any developments or announcements regarding the current Covid-19 situation. Please be on the lookout for these meeting announcements.
 - July 25th
 - September 12th
 - TBD— USAS Convention in Jacksonville, Florida
 - TBD— Swimposium and HOD in Colorado Springs

May 9th Board of Directors Meeting Board Report
Huarui Lai

Dear board members,

Thank you for organizing and hosting COVID-19 task force meetings. It has been really helpful to see CSI's dedication to helping teams around the state, demonstrated through the surveys sent to teams and the resources that have been compiled.

As for an athlete perspective during this time period, since it's still uncertain as to when practices will resume, I think most athletes that I've talked to have said that staying connected with teammates has been helpful, and many have found ways to stay physically, mentally, and/or emotionally healthy, which can be difficult at this time. Additionally, many athletes on my team are engaging in partner workouts and exercises with teammates through Zoom, which has allowed swimmers to still stay in touch with each other. I think my only recommendations at this time are in regards to the coach, team, and athlete resources currently being compiled by CSI, and ensuring that the resources are sent out to teams or notifying teams of where the resources are posted once they're compiled so they know of the available resources.

Again, thank you for organizing meetings to discuss the current situation and ways the board can support athletes, coaches, and teams at this time.

Thank you,
Huarui

Age Group Vice Chair Report

May 9, 2020

Vinny Pryor

Age Group Select Camp

Obviously, we had to cancel this camp, but to update from last report:

- We decided on Heritage High School for a location.
- We are on the schedule for 2021 and 2022 to hold the camp at VMAC
- I haven't explored options to reschedule for a later date, given the current uncertainty for return and the potential logistical conflicts.

2020 Western Zones

This meet has been cancelled for 2020 and pushed to 2021 with the same hosts and location (Gresham, Oregon).

Selection Process

Before the meet was cancelled, I decided on the following selection process:

- Athletes will be selected using the tiered system we have used in the past (based on the number of priority times and regular times), selected in order of "priority level" AND in the following order:
 - 1) By selecting the top 8 athletes per gender, per age group for a total of 48 initial athletes, THEN
 - 2) By selecting the remaining 32 athletes, regardless of gender or age group until the team cap of 80 athletes has been reached.

This will allow us to fill 2 relays per age group. Additionally, based on past selection pools, the top 8 athletes per gender, per athlete don't eat into our number of non-qualifying times we are allowed to enter.

Zone 2 Rep Board Report

Lane Bretschneider

April 21, 2020

I was voted into this role during the Zone 2 meeting on March 1st, 2020 at the SCY Age Group State Meet. I've been coaching in Colorado for the last 3 years, and I'm excited to contribute to making Colorado Swimming as successful as possible.

Upcoming Meets (As currently scheduled):

- Zone 2 Age Group Meet - Scheduled for July 10-12, 2020 at VMAC, hosted by ACES
- Zone 2 Senior Meet - Scheduled for July 10-12, 2020 at DU, hosted by TOPS