



ANDY NIEMANN
General Chair

DALE AMMON
Admin Vice Chair

JIM NICKELL
Senior Vice Chair

TRISTAN CROSS
Age Group Vice Chair

ROBERT SCANDARY
Secretary

JILLIAN HAYES
Finance Vice Chair

JACKIE STIFF
Executive Secretary

KAROLINE ROOME
Seasonal Rep

STEVE HANSON
DAMON GARRISON
Coaches Rep

KRISTIN HULTGREN
ZOE BARTEL
BEN DUFAUCHARD
TYLER WILCOX
ANNABEL LEWIS
MIRIAM SKARI
Athlete Reps

SHAWN SMITH
Technical Planning

MIKE DILLI
Officials Chair

RICH LEDUC 1
VINNY PRYOR 2
HEATHER FLINT 3
GORDON GERSON 4
LUKE SCHUMM 5
Zone Reps

JACKIE STIFF
Membership/Registration

LINDA EATON
Safe Sport Chair

BRIAN WIXTED
Operational Risk

SEAN HATZENBUEHLER
Diversity Chair

CHAR SORENSEN
Disability Chair

GRANT HOLLICKY
Open Water Chair

LINDA SECKINGER
Records and Times

ROSE SNYDER
Club Development

COLORADO SWIMMING, INC

BOD MEETING MINUTES

Call to Order: Saturday, September 8, 2018 @ 11:15am

Roll Call: Andy Niemann, Dale Ammon, Robert Scandary, Jillian Hayes, Jackie Stiff, Steve Hanson, Damon Garrison, Kristin Hultgren, Mike Dilli, Linda Eaton, Brian Wixted, Char Sorensen, Vinny Pryor, Gordon Gerson

Approval of Agenda and Submitted Reports:

Motion made to move Budget Review to the first item on agenda **M/S/P**.

Motion was made to add Executive Session before Action Items **M/S/P**.

Submitted reports accepted as presented.

Reading, Correction, and Adoption of Previous Meeting Minutes and Budget:

Emergency HOD Minutes will need to be adopted by HOD on October 7, 2018.

Corrections to July BOD minutes: Under **State Meet Needs Discussions** – 2nd sentence – change wording to read as intended, “Motion was made to add to bid packet that host team provide timers for all finals sessions.” **M/S/P**

Report of Officers

General Chair- see attached report

Administrative Vice Chair- see attached report

Senior Vice Chair- no report

Age Group Vice Chair- see attached report

Secretary- no report

Finance Vice Chair- see attached report. Budget requests included an additional \$6000 (after discussion, the request was amended from \$5000 to \$6000) for Safe Sport, and an additional \$5000 for Officials. Increase All Star budget by \$5000, and increase Western Zone budget by \$10,000. The Financial Report with all changes will be presented to HOD in October for approval.

Treasurer-TBA

Report of Staff

Executive Secretary- see attached report

Report of Representatives, Committees, and Coordinators

Seasonal Club Representative- no report

Coach Representatives- no report

Athlete Representatives- no report

Technical Planning Chair- no report

Officials Chair- see attached report

Geographic Zone Representatives- no report

Membership/Registration Coordinator- no report

Safe Sport Chair- see attached report

Operational Risk Chair- see attached report. Discussion regarding Concussion Protocol training. Motion made to mandate that all coaches and all officials complete the Concussion Protocol Training annually by January 1, with the initial completion certificate to be submitted to CSI Occupational Risk Coordinator for verification not later than January 1, 2019. **M/S/P**

Diversity Chair- no report

Disability Chair- no report

Open Water Chair- no report



Records/Times- no report

Club Development- no report

Unfinished (Old) Business

1. Meet Financial Report – conversation ensued and changes coming forward at a future date
2. Meet Contracts – contract language revisions are currently being made to these contracts for CSI sponsored meets; changes forthcoming at a future meeting for approval

New Business:

1. Add Colorado Health Plan+ to outreach membership category to allow qualified families to use that for CSI membership. **M/S/P**
2. Leap 2 – Due November 1st see
3. Penalty for not being registered wording (\$150) – Discussion to modify and clarify penalty wording/fine in the P&P Manual for Unregistered Swimmer **M/S/P**:
\$100 fine – for 1st event for Unregistered swimmer
\$50 fine – for 2nd and any subsequent events for Unregistered swimmer
Total fines not to exceed \$150

Action Items: none

Executive Session:

Motion to adjourn to Executive Session @ 1:19pm. **M/S/P**

Motion to adjourn from Executive Session @ 2:31pm **M/S/P**

Resolutions and Orders: none

Adjournment:

Motion to reconvene BOD session @ 2:31pm **M/S/P**

Motion to adjourn from BOD @ 2:32pm **M/S/P**

Geographic Zone Representatives	1. Rich LeDuc	2. Vinny Pryor	3. Heather Flint
	4. Gordon Gerson	5. Luke Schumm	

Colorado Swimming, Inc.
Board of Directors Meeting Minutes

Unfinished (Old) Business

- 1 Meet Financial Report
- 2 Meet Contracts
- 3
- 4
- 5

New Business

- 1 ADD CHP+ to outreach to allow to use that to submit
- 2 Leap 2 - Due November 1st
- 3 Penalty for not being registered wording (\$150)
- 4
- 5
- 6
- 7
- 8
- 9

Resolutions and Orders -

Adjournment

Administrative Vice Chair Report
September 8, 2018
Colorado Swimming Inc. – BOD Meeting

Safe Sport Activities and Education in Colorado Swimming continues to grow at a strong pace. More Clubs are taking advantage of new programming, Athlete and Parent education opportunities and Coach Education sessions that continue to advance the knowledge and skills of the CSI Swimming Community. Thanks to Linda Eaton for advancing this cause for the entire community of Colorado Swimming.

Work has begun on advancing the potential for a Concussion education program for the CSI Community. Our Operational Risk Chair, Brian Wixted, will be presenting the case for a Concussion program to support our LSC and what is required and what is potential for CSI Leadership to support to assure the safety of anyone injured, with a possible concussion, in and around CSI programming of all levels. We look forward to a review of these tools to raise the safety education of all CSI Participants.

The CSI LC Age Group Championship Meet was the first to use the new form of our CSI Sponsored Meet contract document and the follow up meet report document. For the most part, this updated document offers CSI a cleaner form to work with, focused on those key contractual and administrative factors that must be considered and implemented by both CSI and the Meet Host. The Post Meet report document also functioned well to bring to CSI those meet document items necessary to close the books on the meet and to document key pieces of data for the CSI meet and financial archives. A couple of additional points from this launch experience of this new form were identified and will be updated for the next time we use the agreement with our next CSI Meet host.

At the USA Swimming convention, the New format for LSC Bylaws will be voted upon after which CSI will have to adapt it's existing Bylaw document to the new format transferring all appropriate CSI Bylaw specificity over to the new format. I would like to suggest that we put in place a small working group to work on this transfer to assure completeness, proper transfer of existing material to the new document, and speed with which we can complete the process for the Governance (HOD) to vote on this new format to move forward in CSI.

Age Group Vice-Chair- Board Report

Tristan Cross
September 2018

2018 Western Zone Age Group Swimming Championship (Roseville, CA):

- 80 swimmers attended this meet as Team Colorado-
 - This was the first time in ~4 years where we were able to have A and B relays in every gender and age group. In past years we have been short either 10 & unders or 13-14 boys.
 - This is also the first year where we had all of our 10 & unders travel with the team from start to finish. This went very well! We had zero issues and the 10 & unders handled the trip very well. A lot of credit goes to the chaperones, who did an amazing job of monitoring the athletes and making sure everyone had everything they needed at all times. I plan on continuing to have the 10 & unders travel with the team in the future.
- 5 coaches were named to the Team Colorado coaching staff-
 - Our coaching staff this year was exceptional. They worked as a well oiled machine all week and instilled a sense of camaraderie and team spirit to the entire team. These coaches represented our LSC in the best possible way and we would be lucky to have them continue volunteering their time with Team Colorado.
 - 13-14-
 - Vinny Pryor-FST
 - Murphy Barry- CSST
 - 11-12-
 - Brett Kelly- TOPS
 - Danny Montoya- FLFN
 - 10 & Under-
 - Kevin Valenzuela- DSA
- Support Staff-
 - Chaperones-
 - Head Chaperone- Brooke Davison- FAC
 - Shereen Kinder- PPA
 - Jill Foulke- CUDA
 - Loan Fleetwood- ACES
 - Michele Kohl- AQUA
 - Lee Ann Lofstrom- Vortex
 - Our chaperones were another spectacular part of this year's trip. They were a never ending source of energy and support to our team. They were constantly "on the go" making sure every athlete was accounted for, were where they needed to be and had exactly what they needed at all times. This trip wouldn't have been the same without these fantastic chaperones.
 - Age Group Coordinator- Kristen Sanchez
 - Kristen did a great job of putting together all of the logistics of this trip. From our flight, to the hotel, to the meals and the transportation; Kristen handled it all. She acted as a team contact with the meet host and also acted as a chaperone throughout the trip. She was certainly a key member of our staff.

- o Performance and Team Info-
 - Breakdown of our 80 swimmers-
 - 10&U Girls- 8
 - 10&U Boys- 8
 - 11-12 Girls- 17
 - 11-12 Boys- 10
 - 13-14 Girls- 22
 - 13-14 Boys- 15
 - We placed 3rd this year behind SoCal and Pacific Swimming. Below are the team scores for the top 5 teams-
 - 1st- Southern California Swimming- 3542 points
 - 2nd- Pacific Swimming- 3486.5 points
 - 3rd- Colorado Swimming- 2300 points
 - 4th- San Diego Imperial- 2104 points
 - 5th- Pacific Northwest- 1907.5 points
 - We had 29 individual top 3 finishes, spread across all age groups.
 - We also had 8 top 3 relays finishes. And in many cases our B relays was the fastest of all other B relays.
- o 2019 Western Zone Age Group Championship-
 - The 2019 meet host is Oregon Swimming.
 - There currently isn't a host for the 2020 Western Zone Age Group Championship. The Western Zone is currently taking bids from potential hosts.



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
Sept 2018
Board Report**

	2010	2011	2012	2013	2014	2015	2016	2017	2018 ytd
Athletes	5870	6057	6325	7216	7303	8688	8547	9125	8671
National percentage growth	0.3%	1.5%	3.3%	about 13%	-0.2%	-.99%	-.3%	5.54%	
Colorado percentage growth	1.8%	3.2%	4.4%	Just over 14%	1.2%	8.4%	-5.1%	6%	
Individuals—coaches, officials, other non-athletes	684	711	718	697	817	856	930	925	942
Coaches	264	291	361	379	353	366	430	424	436
Officials	279	239	246	227	310	303	392	402	420
Other non-athletes	141	181	111	98	89	92	139	110	132
Y-R Clubs	69	71	72	69	70	67	64	66	65
Season 1 clubs	24	23	24	20	20	21	21	19	22
Season 2 clubs	5	7	5	1	1	3	2	3	1
Organizations/Leagues			6	5	6	6	6	6	7
YR athletes						7479	7180	7564	7406
Outreach	164	119	131	122	84	88	101	90	84
Athletes with a Disability	34	34	37	43		46	71	84	88
Open Water Athletes	0	4	2	28	0	0	0	0	11
Season 1 athletes	1657	1500	1579	1546	1395	1063	1184	1249	1254
Season 2 athletes	234	243	241	259	112	173	189	199	

Outreach Documentation: I would like to add CHP+ to show proof of outreach need. We also need to alter the way we award additional leap funds. I will bring ideas to the December meeting.

Credit Card Processing: QuickBooks invoicing is set up. I am still working through how often to send invoices to keep transaction cost down. I have sent a few test ones through.

New Meet Financial Report: <https://www.jotform.com/build/81405683568162>, Working on a way to hold clubs accountable for completing meet host items.

Leap 2 Renewal due Nov 1st Linda S and I will really be working on Leap 2 at Convention. We will need the assistance of a few other people especially coaches to help with coach policies. Attached are the required items we need to complete to achieve Leap Level 2.

General Chair

- A.) USA National convention is set for September 25-29 in Jacksonville. Many thanks to Jackie for all the work she does planning the trip every year.
- B.) Dale and I continue to assist and work with Linda Eaton on Safe Sport issues within the LSC. Linda does a great job addressing these issues as they come up and educating coaches, athletes and parents about Safe Sport.
- C.) Just a reminder-We will be meeting with representatives from Oklahoma at convention to discuss hosting the 4 corners Spring meet in 2020. Details and a written contract to be discussed and approved by the board at our next meeting.

Level 2

BUSINESS AND ORGANIZATIONAL SUCCESS

TOTAL CATEGORY POINTS: 11

Minimum Points Needed: 14

Required (8pts)

- ☐ **COMPLIANCE:** COPPA Policy (1-2)
- ☒ Crisis Management Plan (1)
- ☒ **FINANCIAL:** Quadrennial Financial Plan (1)
- ☒ LSC Financial Assessment Program (1)
- ☒ **GOVERNANCE:** Board of Director Job Descriptions (1)
- ☐ Diversity & Inclusion Chair/Coordinator (1)
- ☐ Committee Listing (1)
- ☒ **REGISTRATION:** Deck Pass (1-2)

Additional

- ☐ **GOVERNANCE:** Disability Chair/Coordinator (1)
- ☒ Diversity & Inclusion Committee Members (1)
- ☐ Annual BOD Calendar (1)
- ☐ Committee Mission Statements (1)
- ☐ Committee Minutes (1)
- ☐ LSC Core Values/Branding (1)
- ☒ **SUPPORT:** Safe Sport Awareness (1-2)
- ☐ Staff Job descriptions (1)
- ☒ **COMPETITION:** Electronic Meet Entry (1-2)
- ☒ Service and Facility Contracts (1)
- ☐ Pool Certification (1)

Required points earned: 6

Additional points earned: 5

VOLUNTEER DEVELOPMENT

TOTAL CATEGORY POINTS: 11

Minimum Points Needed: 20

Required (13pts)

- ☐ **GOVERNANCE:** Board Orientation (1)
- ☒ Education and Representation at USA Swimming Annual Convention (1-3)
- ☒ **SUPPORT:** Importance of Volunteer Involvement Communicated (1)
- ☒ Communication with Volunteer Membership (1)
- ☒ Advanced Volunteer Training (1-3)
- ☐ Club Leadership Business Management School (CLBMS) (1-2)
- ☐ LSC Workshops/Symposium (1-4)
- ☐ Volunteer Recruitment Plan (1)
- ☒ **COMPETITION:** Meet Operations and Meet Directors' Seminars (1-2)
- ☐ Officials' Training for National Certification (1)
- ☐ Number of Officials (1-3)
- ☒ **RECOGNITION:** Service Award Recognition (1)

Additional

- ☐ **GOVERNANCE:** USA Swimming Regional Diversity & Inclusion Summit (1)
- ☐ LSC Mighty Series Workshop and Convention Meeting (1-2)
- ☒ **COMPETITION:** Officials at Zone, Sectional, or Futures Level Meets (1-2)
- ☐ LSC Deck Referee/Officials Chair Workshops (1-2)

CLUB AND COACH DEVELOPMENT

TOTAL CATEGORY POINTS: 10

Minimum Points Needed: 12

Required (9pts)

- ☐ **FINANCIAL:** Financial Assistance for Coach Education (1)
- ☒ **GOVERNANCE:** Board Participation: Coaches (1-2)
- ☐ Committee/Task Force Participation: Coaches (1-2)
- ☐ **SUPPORT:** Registration Seminars/ workshops for Clubs (1-2)
- ☐ Coach Certification Opportunities (1-2)
- ☐ Club Portal (1)
- ☒ **RECOGNITION:** LSC Zone/All Star Team Staff Coaches (1)
- ☒ Coach of the Year Awards (1-2)
- ☒ Team Scores (1-2)

Additional

- ☒ **COMPETITION:** Coach and Club Support of LSC Competitions (1)
- ☒ **RECOGNITION:** Club Recognition Program (1-3)

Required points earned: 6

Additional points earned: 4

ATHLETE DEVELOPMENT

TOTAL CATEGORY POINTS: 13

Minimum Points Needed: 21

Required (12pts)

- ☐ **GOVERNANCE:** Athlete Protection Training (APT) (1)
- ☐ Safe Sport Promotion (1-2)
- ☒ Athlete Representation at the USA Swimming Annual Convention (1-2)
- ☐ **REGISTRATION:** Outreach Membership Qualification (1-2)
- ☐ Athletes with Disabilities (1-2)
- ☐ Athletes with Disabilities: Championship meets (1-2)
- ☒ **COMPETITION:** LSC Athlete Camps and Clinics (1-2)
- ☐ Open Water Swimming Promotion (1)
- ☐ Meet Results (1)
- ☐ **RECOGNITION:** Top Times List (1-2)
- ☐ Athlete Recognition Awards (1)
- ☐ Scholastic All American (1)

Required points earned: 4

Additional

- ☐ **GOVERNANCE:** Athlete Protection Training (APT) (1)
- ☒ **SUPPORT:** Financial Assistance for Travel (1-2)
- ☐ **COMPETITION:** Open Water Swimming (1-2)
- ☒ IMX Participation (1-3)
- ☒ Meet Participation (1-3)
- ☒ **RECOGNITION:** All-Star Opportunities (1-2)
- ☐ Scholastic All American (1)

Additional points earned: 9

Level 3

BUSINESS AND ORGANIZATIONAL SUCCESS

TOTAL CATEGORY POINTS: 12

Minimum Points Needed: 18

Required (8pts)

- ☒ **FINANCIAL:** External Agreed Upon Procedures Review or CPA Audit (1)
- ☐ **GOVERNANCE:** LSC Governance/Strategic Planning Session (1-3)
- ☐ LSC Strategic Plan (1)
- ☐ Annual Board Retreat (1-3)
- ☐ Consent Agenda (1-2)
- ☐ LSC Evaluation (1-2)
- ☒ **SUPPORT:** Annual Review of Employees (1)
- ☒ Permanent Office (1-2)

Additional

- ☐ **COMPLIANCE:** LSC Tax Obligation Review (1)
- ☐ LSC Business Insurance Review (1)
- ☒ **FINANCIAL:** Financial Reserves (1-2)
- ☒ Employee Benefits (1)
- ☒ Fundraising (1)
- ☒ LSC Investment Policy (1)
- ☒ **GOVERNANCE:** Succession Planning (1)
- ☒ **SUPPORT:** Commitment to Diversity & Inclusion (1-2)
- ☐ Community Service (1)
- ☒ Publicity (1)
- ☐ Facilities (1)
- ☐ Other Great Ideas! (1-2)

Required points earned: 3

Additional points earned: 9

VOLUNTEER DEVELOPMENT

TOTAL CATEGORY POINTS: 15

Minimum Points Needed: 14

Required (7pts)

- ☒ **GOVERNANCE:** Education and Representation at USA Swimming Annual Convention (1-2)
- ☒ **SUPPORT:** Financial Assistance to USAS (1)
- ☐ Volunteer Education (1)
- ☐ **COMPETITION:** Training Program For Meet Personnel (1-2)
- ☒ **RECOGNITION:** USA Swimming Life Membership (1)
- ☒ Recognition (1)
- ☐ Acknowledgment (1)

Additional

- ☒ **SUPPORT:** Safe Sport Presentation for Volunteers (1)
- ☐ Recruitment and Retention of Alumni Athletes (1)
- ☐ Former Athletes Involved in LSC Governance (1-2)
- ☒ **COMPETITION:** Meet Hosting Opportunities (1-3)
- ☒ Officials' National Participation (1-2)
- ☒ Subsidies for Officials' Travel (1)
- ☒ Number of Officials (1-3)
- ☒ Other Great Ideas! (1-2)

Required points earned: 5

Additional points earned: 10

CLUB AND COACH DEVELOPMENT

TOTAL CATEGORY POINTS: 10

Minimum Points Needed: 14

Required (8pts)

- ☒ **FINANCIAL:** Financial Assistance to National Clinics (1)
- ☐ **GOVERNANCE:** Governance consultation to clubs (1-3)
- ☒ Committee/Task force Leadership: Coaches (1-2)
- ☒ **SUPPORT:** Mentoring Opportunities (1-3)
- ☐ Professional Development of Coaches (1-2)
- ☐ **RECOGNITION:** Recognition of ASCA Certification (1)
- ☐ Coach Performance Recognition (1-3)
- ☐ Club Incentives (1)

Additional

- ☒ **FINANCIAL:** Financial Assistance to Regional and National Meets (1)
- ☐ **RECOGNITION:** Virtual Club Championship (1)
- ☒ Club Recognition Program (1-3)
- ☒ Recognition of Coach Tenure in LSC (1)
- ☒ Coach Recognition (1)
- ☐ Other Great Ideas! (1-2)

Required points earned: 4

Additional points earned: 6

ATHLETE DEVELOPMENT

TOTAL CATEGORY POINTS: 6

Minimum Points Needed: 15

Required (6pts)

- ☐ **FINANCIAL:** Outreach Benefits (1)
- ☒ **GOVERNANCE:** Athlete Committee (1)
- ☒ Athlete Communication (1)
- ☐ **SUPPORT:** Zone Diversity Camp (1)
- ☐ **COMPETITION:** Diversity Events (1-2)
- ☐ **RECOGNITION:** Athlete Recognition Awards (1)

Required points earned: 2

Additional

- ☐ **GOVERNANCE:** Safe Sport Presentation For Athlete (1)
- ☐ Athlete Protection Training (1-2)
- ☐ Athlete Leadership Development (1)
- ☐ **COMPETITION:** LSC Pool Locations (1)
- ☒ Meet Participation (1-3)
- ☒ IMX Participation (1-3)
- ☐ Open Water Opportunities (1-2)
- ☐ Diversity events (1-2)
- ☐ **RECOGNITION:** All Time Top 5/10 List (1)
- ☐ **SUPPORT:** Athlete Selection: Zone/National Diversity Camp (1)
- ☒ Other Great Ideas! (1-2)

Additional points earned: 4

Meet Marshal Instructions:

Job description/responsibilities: Arrive 15 minutes before warm-up or the beginning of your shift. Check in with the Meet Referee for any specific instructions. While on duty, wear appropriate gear (vest/lanyard/cap) to be easily identified; Head Marshal may carry a whistle. Per USA Swimming Rulebook (102.19): The marshal shall have full authority to warn or order to cease and desist and with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet. Coverage of the venue is required for the duration of the meet activity.

Risk Management:	Safe Sport Environment:
• Watch pool during warm-up. General warm-up – feet first entry. Dive starts must be under the direct supervision of a certified USA Swimming coach. Watch warm-up/down lanes during meet (must be general warm-up only) – observe same as above. No socializing or congregating in warm-up/down lanes. • Roam pool venue. Check your gender specific locker room periodically for safe behavior. • Remind spectators, if needed, to stay in appropriate areas. Maintain clear areas on stairways and in front of exit doors at all times. Remove spectators who are camped in areas posted with “No Seating” signs. If crowd control becomes a problem, let the Meet Director/Referee know. • Pay attention to your surroundings. Be vigilant for unsafe behavior by anyone at the venue (running, tossing objects, horseplay, etc.). • Be respectful and always use appropriate language.	Enforce USA Swimming Rule Requirements: • The use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, restrooms, or locker rooms. • The use of visual recording devices is allowed on the deck, but is specifically prohibited in the area directly behind and adjacent to the starting blocks during starts and relay exchanges. • Deck changes are prohibited. If observed, report it to the Meet Referee immediately. • Where separate restroom facilities are available for spectators, coaches, and officials, locker rooms are reserved for the exclusive use of the athletes - SS). • Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present. • Alcoholic beverages, smoking and use of other tobacco products are prohibited in all areas of the venue. Enforce LSC Requirement: • No team/unaffiliated photographers are allowed unless approved by the Meet Referee.

ALWAYS: Be vigilant for any suspicious behavior at the venue. Immediately report any concerns to the Meet Referee.

Colorado Swimming Inc.

2018-2019 Proposed Budget

September 8, 2018

Colorado Swimming, Inc.
Balance Sheet
As of August 31, 2018

Accrual Basis

	Aug 31, 18	Aug 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1011.5 · WF Checking New	60,096.19	77,093.96	-16,997.77
1012.1 · UBS Investments Original-Select	214,916.59	203,201.33	11,715.26
1012.2 · UBS Investments Conserv.-Multi	202,613.08	196,514.26	6,098.82
1013 · Transfer for registration	-2,786.95	387.69	-3,174.64
1014 · transfer savings account	150.15	150.11	0.04
1015 · WF Business High Yield	144,242.85	163,159.31	-18,916.46
Total Checking/Savings	619,231.91	640,506.66	-21,274.75
Accounts Receivable			
1200 · Accounts Receivable	6,211.67	10,340.50	-4,128.83
Total Accounts Receivable	6,211.67	10,340.50	-4,128.83
Other Current Assets			
1020.0 · Account Receivable	29,616.58	29,616.58	0.00
1205.0 · Prepaid Club Expenses	41.00	41.00	0.00
12100 · Inventory Asset	518.18	160.62	357.56
1499 · Undeposited Funds	8,419.75	5.00	8,414.75
Total Other Current Assets	38,595.51	29,823.20	8,772.31
Total Current Assets	664,039.09	680,670.36	-16,631.27
Fixed Assets			
1300.0 · Computer & Office Equipment	32,280.33	29,525.91	2,754.42
1400.0 · Accumulated Depreciation	-24,940.00	-24,940.00	0.00
Total Fixed Assets	7,340.33	4,585.91	2,754.42
TOTAL ASSETS	671,379.42	685,256.27	-13,876.85

Colorado Swimming, Inc.
Balance Sheet
As of August 31, 2018

Accrual Basis

	Aug 31, 18	Aug 31, 17	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · *Accounts Payable	421.32	421.32	0.00
Total Accounts Payable	421.32	421.32	0.00
Credit Cards			
US Bank - Brooke Davidson	989.50	0.00	989.50
US Bank - Jackie Stiff's Card	25,629.19	0.00	25,629.19
US Bank - Kristen Sanchez	14,862.99	0.00	14,862.99
US Bank - Tristan Cross	1,348.93	0.00	1,348.93
Total Credit Cards	42,830.61	0.00	42,830.61
Other Current Liabilities			
2000.5 · Accounts Payable	29,592.58	29,592.58	0.00
2001.0 · USA - Year around athletes	-17,226.00	0.00	-17,226.00
2004.0 · USA - Seasonal athletes	840.00	3,000.00	-2,160.00
2005 · USA Single Meet Athlete	110.00	0.00	110.00
2010.0 · USA - Clubs	-380.00	40.00	-420.00
2030.0 · USA - Individuals	6,612.00	452.00	6,160.00
2032.0 · USA - Outreach	15.00	20.00	-5.00
2620.0 · Advance Fam/Ind Registration	0.00	20.00	-20.00
2800.0 · HOD attendance Deposit	2,400.00	3,000.00	-600.00
2900.0 · Award Inventory	-4,128.22	-1,545.87	-2,582.35
Total Other Current Liabilities	17,835.36	34,578.71	-16,743.35
Total Current Liabilities	61,087.29	35,000.03	26,087.26
Total Liabilities	61,087.29	35,000.03	26,087.26
Equity			
1110 · Retained Earnings	165,408.98	140,500.73	24,908.25
2999.0 · Net Assets-Unrestricted	382,149.84	382,149.84	0.00
3000 · Opening Bal Equity	3,092.12	3,092.12	0.00
Net Income	59,641.19	124,513.55	-64,872.36
Total Equity	610,292.13	650,256.24	-39,964.11
TOTAL LIABILITIES & EQUITY	671,379.42	685,256.27	-13,876.85

Colorado Swimming, Inc.

Profit & Loss

Accrual Basis

October 2017 through August 2018

	Oct '17 - Aug 18	Oct '16 - Aug 17	\$ Change
Ordinary Income/Expense			
Income			
2003.0 · USA-Transfers	1,020.00	1,130.55	-110.55
3001.0 · Swimmer Members-Year	69,907.00	74,638.00	-4,731.00
3004.0 · Swimmer Members-Seasonal	6,875.00	6,715.00	160.00
3010.0 · Club Members-Year	5,085.00	5,235.00	-150.00
3020.0 · Individual/Family Members	10,282.00	8,690.00	1,592.00
3030.0 · Meet Sanctions	7,080.00	8,120.00	-1,040.00
3035.0 · Registration Fine	750.00	1,350.00	-600.00
3040.0 · Meet Surcharges	156,164.75	156,857.50	-692.75
3041.0 · Sectional Revenue	0.00	220.51	-220.51
3042.1 · CSI Hosted meet Income	25,347.00	0.00	25,347.00
3051.0 · State 14&U Revenue			
3051.01 · State Surcharge	10,571.00	9,052.50	1,518.50
3051.0 · State 14&U Revenue - Other	14,196.00	16,158.00	-1,962.00
Total 3051.0 · State 14&U Revenue	24,767.00	25,210.50	-443.50
3053.0 · State Sr. Meet Revenue			
3053.2 · State Sr. Meet Winter SCY			
3053.25 · Sr. Meet Surcharge	6,094.00	5,340.00	754.00
3053.2 · State Sr. Meet Winter SCY - Other	9,116.00	8,380.00	736.00
Total 3053.2 · State Sr. Meet Winter SCY	15,210.00	13,720.00	1,490.00
3053.3 · State Sr. Meet Winter LCM	0.00	320.00	-320.00
Total 3053.0 · State Sr. Meet Revenue	15,210.00	14,040.00	1,170.00
3055.0 · Silver State Revenue			
3055.01 · Silver State Surcharge	9,394.00	8,060.00	1,334.00
3055.0 · Silver State Revenue - Other	13,916.00	12,416.00	1,500.00
Total 3055.0 · Silver State Revenue	23,310.00	20,476.00	2,834.00
3056.2 · Long Course State Revenue 12&U			
3056.23 · Summer State Meet Entry Fees	15,648.00	15,030.00	618.00
3056.24 · Summer State Meet Surcharge	12,258.00	8,632.00	3,626.00
Total 3056.2 · Long Course State Revenue 12&U	27,906.00	23,662.00	4,244.00
3057.2 · Long Course State Revenue 13&O			
3057.23 · LC Senior Summer Meet Entry	15,966.00	12,728.00	3,238.00
3057.24 · LC Senior Summer Meet Surcharge	14,253.00	9,607.00	4,646.00
Total 3057.2 · Long Course State Revenue 13&O	30,219.00	22,335.00	7,884.00
3059.0 · Seasonal State/Summer Revenue			
3059.22 · Seasonal State Entry fees	4,300.00	4,910.00	-610.00
3059.23 · Seasonal State Meet Surcharge	2,330.00	1,640.00	690.00
Total 3059.0 · Seasonal State/Summer Revenue	6,630.00	6,550.00	80.00
3060.0 · All Star Revenue	21,120.00	20,787.00	333.00
3066.0 · Western Zones Revenue	77,715.00	59,868.00	17,847.00
3073.0 · Interest/Dividends PaineWebber	19,622.79	13,186.03	6,436.76
3073.5 · Unrealized Inv. Gain or Loss	-5,689.34	14,505.45	-20,194.79
3075.0 · Other Income	500.00	2,418.37	-1,918.37
3268.1 · Awards Banquet Income	180.00	0.00	180.00
Total Income	524,001.20	485,994.91	38,006.29
Gross Profit	524,001.20	485,994.91	38,006.29
Expense			
3042.0 · CSI Hosted Meets			
3042.2 · Pool Rental	8,670.00	0.00	8,670.00
3042.3 · Hospitality	12,715.92	0.00	12,715.92
3042.4 · Awards	1,327.26	0.00	1,327.26
3042.5 · Paid jobs	9,265.00	0.00	9,265.00
Total 3042.0 · CSI Hosted Meets	31,978.18	0.00	31,978.18
3051.1 · State 14U Expense			
3051.11 · Age Group State Awards	2,920.65	2,824.05	96.60
3051.1 · State 14U Expense - Other	21,846.35	22,386.45	-540.10
Total 3051.1 · State 14U Expense	24,767.00	25,210.50	-443.50

Colorado Swimming, Inc.

Profit & Loss

Accrual Basis

October 2017 through August 2018

	Oct '17 - Aug 18	Oct '16 - Aug 17	\$ Change
3053.1 · State Sr. Meet Expense			
3053.11 · Sr. Meet Winter SCYState Awards	349.83	376.83	-27.00
3053.1 · State Sr. Meet Expense - Other	14,860.17	13,343.17	1,517.00
Total 3053.1 · State Sr. Meet Expense	15,210.00	13,720.00	1,490.00
3055.1 · Silver State Expense			
3055.11 · Silver State Awards	1,424.92	1,320.83	104.09
3055.1 · Silver State Expense - Other	21,885.08	19,155.17	2,729.91
Total 3055.1 · Silver State Expense	23,310.00	20,476.00	2,834.00
3056.1 · Long Course State Expense			
3056.11 · Long Course State Meet Awards	1,637.74	1,685.50	-47.76
3056.22 · Bag Tag Orders	631.16	0.00	631.16
3056.1 · Long Course State Expense - Other	11,591.42	1,955.27	9,636.15
Total 3056.1 · Long Course State Expense	13,860.32	3,640.77	10,219.55
3057.5 · Long Course State 13&O Expenses			
3057.51 · LC State 13 & Over Awards	1,393.01	1,449.31	-56.30
3057.5 · Long Course State 13&O Expenses - Other	10,740.76	1,930.26	8,810.50
Total 3057.5 · Long Course State 13&O Expenses	12,133.77	3,379.57	8,754.20
3059.1 · Seasonal State/Summer Expense			
3059.11 · Seasonal State Meet Awards	0.00	2,636.83	-2,636.83
3059.2 · Bag Tag Orders	474.09	0.00	474.09
3059.1 · Seasonal State/Summer Expense - Other	913.97	541.24	372.73
Total 3059.1 · Seasonal State/Summer Expense	1,388.06	3,178.07	-1,790.01
3060.1 · All Star Expense			
3060.11 · All Star Transportation Charges	8,755.08	8,338.00	417.08
3060.12 · All Star Gear Orders	10,130.77	10,201.10	-70.33
3060.13 · All Star Lodging	4,964.48	7,154.62	-2,190.14
3060.14 · All Star Chaperone BG Checks	174.00	56.00	118.00
3060.15 · All Star Incidentals and Food	5,474.75	4,940.36	534.39
3060.16 · All Star Age Group Coordinator	1,350.00	1,556.00	-206.00
3060.17 · All Star Other Expenses	1,559.51	1,020.00	539.51
3060.18 · All Star Meet Entry	3,487.75	3,506.50	-18.75
3060.1 · All Star Expense - Other	0.00	1,450.73	-1,450.73
Total 3060.1 · All Star Expense	35,896.34	38,223.31	-2,326.97
3066.1 · Western Zones Expense			
3066.11 · Zones Transportation	53,363.71	36,251.36	17,112.35
3066.12 · Zones Lodging	26,520.50	22,238.55	4,281.95
3066.13 · Zones Gear Orders	11,369.83	10,785.45	584.38
3066.14 · Zones Chaperone BG Checks	174.00	338.00	-164.00
3066.15 · Zones Incidentals and Food	21,558.65	11,359.50	10,199.15
3066.1 · Western Zones Expense - Other	6,579.80	11,569.22	-4,989.42
Total 3066.1 · Western Zones Expense	119,566.49	92,542.08	27,024.41
3067.0 · CSI Sponsored Meets	250.00	3,000.00	-2,750.00
3092.1 · Hale Adams Memorial Scholarship	0.00	0.00	0.00
3200.0 · Central Office Payroll	37,775.25	30,201.11	7,574.14
3205.0 · Central Office Operations			
3205.01 · PayPal Service Fee	484.31	0.00	484.31
3205.0 · Central Office Operations - Other	12,552.81	7,993.10	4,559.71
Total 3205.0 · Central Office Operations	13,037.12	7,993.10	5,044.02
3205.1 · Paychex fees	1,090.20	1,124.02	-33.82
3210.0 · Payroll Taxes	5,062.73	12,953.24	-7,890.51
3230.0 · Computer Internet Expense	2,517.81	2,565.22	-47.41
3240.0 · Postage	3,106.53	1,591.79	1,514.74
3250.0 · Office Expense	1,098.56	1,365.92	-267.36
3253 · Accounting	50.00	652.50	-602.50
3255.0 · Bad Debts	0.00	124.00	-124.00
3265.0 · CSI Regular Meetings	698.04	610.84	87.20
3266 · Workshops	911.17	3,657.38	-2,746.21
3267.0 · Swimposium/House of Delegates			
3267.1 · Swimposium/HOD Room Rental	597.50	0.00	597.50
3267.2 · Swimposium/HOD BOD Rooms Charge	134.98	0.00	134.98
3267.0 · Swimposium/House of Delegates - Other	0.00	4,588.66	-4,588.66
Total 3267.0 · Swimposium/House of Delegates	732.48	4,588.66	-3,856.18

Colorado Swimming, Inc.

Profit & Loss

Accrual Basis

October 2017 through August 2018

	Oct '17 - Aug 18	Oct '16 - Aug 17	\$ Change
3268.0 · Awards Banquet			
3268.2 · Awards Ceremony Venue Rental	0.00	568.84	-568.84
3268.0 · Awards Banquet - Other	2,250.00	-106.99	2,356.99
Total 3268.0 · Awards Banquet	2,250.00	461.85	1,788.15
3269.0 · Annual Athlete Swim Clinic	6,500.00	500.00	6,000.00
3300.0 · Convention Expense			
3300.1 · Convention Lodging	1,269.12	1,441.89	-172.77
3300.2 · Convention Transportation	5,597.67	3,131.40	2,466.27
3300.5 · Convention Registration	3,240.00	2,540.00	700.00
3300.0 · Convention Expense - Other	692.80	65.00	627.80
Total 3300.0 · Convention Expense	10,799.59	7,178.29	3,621.30
4000.0 · General Chair Expenses	206.93	41.05	165.88
4450.0 · Coach's Chair	1,400.00	810.00	590.00
4452.1 · Coaches Olympic Trials/Para	0.00	150.00	-150.00
4500.0 · Official's Expenses			
4500.1 · Officials InState Travel	3,879.74	2,547.02	1,332.72
4500.2 · Officials National Travel Reimb	23,571.78	8,238.45	15,333.33
4500.3 · Meet Supplies & Rule Books	3,081.09	3,963.20	-882.11
4500.4 · National Official Evaluator	1,543.34	1,328.63	214.71
4500.5 · Officials Thank you Gift Cards	5,653.85	3,185.00	2,468.85
4500.6 · Official Meetings	143.62	35.08	108.54
4500.7 · Officials Badge Order	1,519.09	164.99	1,354.10
4500.0 · Official's Expenses - Other	-2,352.00	-500.00	-1,852.00
Total 4500.0 · Official's Expenses	37,040.51	18,962.37	18,078.14
4501.0 · Officials CSI Sectionals Travel			
4501.1 · Sectionals Lodging	0.00	7,800.70	-7,800.70
4501.2 · Sectionals Rental Cars	0.00	1,762.51	-1,762.51
4501.3 · Sectionals Transportation	0.00	3,363.86	-3,363.86
4501.0 · Officials CSI Sectionals Travel - Other	900.00	871.82	28.18
Total 4501.0 · Officials CSI Sectionals Travel	900.00	13,798.89	-12,898.89
4550.0 · Age Group	0.00	101.96	-101.96
4600.0 · Technical Chair	363.43	559.64	-196.21
4605 · Safe Sport Chair	3,668.27	2,253.13	1,415.14
4607 · Diversity Chair	4,612.66	0.00	4,612.66
4706.0 · Athlete Rep	405.00	0.00	405.00
5001.0 · Athlete Reimbursement			
5001.1 · Spring Reimbursements	28,128.98	25,144.57	2,984.41
5001.2 · Summer Reimbursements	0.00	28,512.74	-28,512.74
5001.0 · Athlete Reimbursement - Other	0.00	-24,472.39	24,472.39
Total 5001.0 · Athlete Reimbursement	28,128.98	29,184.92	-1,055.94
5005 · Coach Reimbursements			
5005.1 · Spring Reimbursement	6,440.12	6,946.24	-506.12
Total 5005 · Coach Reimbursements	6,440.12	6,946.24	-506.12
5012.0 · Outreach Assistance to Clubs			
5012.1 · Scholarship Assistance	462.00	0.00	462.00
5012.2 · Meet Fees/Gear Assistance	30.00	0.00	30.00
Total 5012.0 · Outreach Assistance to Clubs	492.00	0.00	492.00
6000.0 · Age Group Camp-Catch the Spirit	5,130.79	3,953.39	1,177.40
6101.0 · Zone 1 - Camp	0.00	898.78	-898.78
6104.0 · Zone 4 - Camp	4,000.00	3,000.00	1,000.00
6105.0 · Junior National Camp	3,880.33	1,734.77	2,145.56
6505 · Capital Acquisition	3,130.00	0.00	3,130.00
7000.0 · Other Expense	571.35	148.00	423.35
Total Expense	464,360.01	361,481.36	102,878.65
Net Ordinary Income	59,641.19	124,513.55	-64,872.36
Net Income	59,641.19	124,513.55	-64,872.36

Colorado Swimming, Inc.

Profit & Loss

Accrual Basis

October 2016 through September 2017

	Oct '16 - Sep 17
Ordinary Income/Expense	
Income	
2003.0 · USA-Transfers	1,220.55
3001.0 · Swimmer Members-Year	74,638.00
3004.0 · Swimmer Members-Seasonal	6,775.00
3010.0 · Club Members-Year	8,290.00
3020.0 · Individual/Family Members	8,700.00
3030.0 · Meet Sanctions	8,705.00
3035.0 · Registration Fine	1,350.00
3040.0 · Meet Surcharges	166,277.50
3041.0 · Sectional Revenue	220.51
3051.0 · State 14&U Revenue	
3051.01 · State Surcharge	9,052.50
3051.0 · State 14&U Revenue - Other	16,158.00
Total 3051.0 · State 14&U Revenue	25,210.50
3053.0 · State Sr. Meet Revenue	
3053.2 · State Sr. Meet Winter SCY	
3053.25 · Sr. Meet Surcharge	5,340.00
3053.2 · State Sr. Meet Winter SCY - Other	8,380.00
Total 3053.2 · State Sr. Meet Winter SCY	13,720.00
3053.3 · State Sr. Meet Winter LCM	320.00
Total 3053.0 · State Sr. Meet Revenue	14,040.00
3055.0 · Silver State Revenue	
3055.01 · Silver State Surcharge	8,060.00
3055.0 · Silver State Revenue - Other	12,416.00
Total 3055.0 · Silver State Revenue	20,476.00
3056.2 · Long Course State Revenue 12&U	
3056.23 · Summer State Meet Entry Fees	16,630.00
3056.24 · Summer State Meet Surcharge	9,464.00
Total 3056.2 · Long Course State Revenue 12&U	26,094.00
3057.2 · Long Course State Revenue 13&O	
3057.23 · LC Senior Summer Meet Entry	14,272.00
3057.24 · LC Senior Summer Meet Surcharge	10,699.00
Total 3057.2 · Long Course State Revenue 13&O	24,971.00
3059.0 · Seasonal State/Summer Revenue	
3059.22 · Seasonal State Entry fees	10,085.00
3059.23 · Seasonal State Meet Surcharge	3,550.00
Total 3059.0 · Seasonal State/Summer Revenue	13,635.00
3060.0 · All Star Revenue	20,787.00
3066.0 · Western Zones Revenue	60,743.00
3073.0 · Interest/Dividends PaineWebber	14,158.07
3073.5 · Unrealized Inv. Gain or Loss	17,782.21
3075.0 · Other Income	2,418.37
3268.1 · Awards Banquet Income	8,010.00
Total Income	524,501.71
Gross Profit	524,501.71
Expense	
3051.1 · State 14U Expense	
3051.11 · Age Group State Awards	2,824.05
3051.1 · State 14U Expense - Other	22,386.45
Total 3051.1 · State 14U Expense	25,210.50
3053.1 · State Sr. Meet Expense	
3053.11 · Sr. Meet Winter SCYState Awards	376.83
3053.1 · State Sr. Meet Expense - Other	13,343.17
Total 3053.1 · State Sr. Meet Expense	13,720.00
3055.1 · Silver State Expense	
3055.11 · Silver State Awards	1,320.83
3055.1 · Silver State Expense - Other	19,155.17
Total 3055.1 · Silver State Expense	20,476.00

Colorado Swimming, Inc.

Profit & Loss

Accrual Basis

October 2016 through September 2017

	Oct '16 - Sep 17
3056.1 · Long Course State Expense	
3056.11 · Long Course State Meet Awards	1,685.50
3056.1 · Long Course State Expense - Other	23,546.70
Total 3056.1 · Long Course State Expense	25,232.20
3057.5 · Long Course State 13&O Expenses	
3057.51 · LC State 13 & Over Awards	1,449.31
3057.5 · Long Course State 13&O Expenses - Other	24,408.49
Total 3057.5 · Long Course State 13&O Expenses	25,857.80
3059.1 · Seasonal State/Summer Expense	
3059.11 · Seasonal State Meet Awards	2,636.83
3059.1 · Seasonal State/Summer Expense - Other	10,998.16
Total 3059.1 · Seasonal State/Summer Expense	13,634.99
3060.1 · All Star Expense	
3060.11 · All Star Transportation Charges	8,338.00
3060.12 · All Star Gear Orders	10,201.10
3060.13 · All Star Lodging	7,154.62
3060.14 · All Star Chaperone BG Checks	56.00
3060.15 · All Star Incidentals and Food	4,940.36
3060.16 · All Star Age Group Coordinator	1,556.00
3060.17 · All Star Other Expenses	1,020.00
3060.18 · All Star Meet Entry	3,506.50
3060.1 · All Star Expense - Other	1,450.73
Total 3060.1 · All Star Expense	38,223.31
3066.1 · Western Zones Expense	
3066.11 · Zones Transportation	36,251.36
3066.12 · Zones Lodging	22,238.55
3066.13 · Zones Gear Orders	10,785.45
3066.14 · Zones Chaperone BG Checks	338.00
3066.15 · Zones Incidentals and Food	13,251.50
3066.16 · Zones Age Group Coordinator	2,400.00
3066.1 · Western Zones Expense - Other	11,503.57
Total 3066.1 · Western Zones Expense	96,768.43
3067.0 · CSI Sponsored Meets	3,000.00
3092.1 · Hale Adams Memorial Scholarship	2,000.00
3200.0 · Central Office Payroll	32,695.89
3205.0 · Central Office Operations	6,487.86
3205.1 · Paychex fees	1,207.57
3210.0 · Payroll Taxes	13,651.31
3230.0 · Computer Internet Expense	2,737.21
3240.0 · Postage	1,591.79
3250.0 · Office Expense	1,365.92
3253 · Accounting	652.50
3255.0 · Bad Debts	124.00
3265.0 · CSI Regular Meetings	997.94
3266 · Workshops	3,657.38
3267.0 · Swimposium/House of Delegates	
3267.1 · Swimposium/HOD Room Rental	1,462.78
3267.0 · Swimposium/House of Delegates - Other	4,588.66
Total 3267.0 · Swimposium/House of Delegates	6,051.44
3268.0 · Awards Banquet	
3268.2 · Awards Ceremony Venue Rental	16,257.54
3268.0 · Awards Banquet - Other	1,836.24
Total 3268.0 · Awards Banquet	18,093.78
3269.0 · Annual Athlete Swim Clinic	8,958.68
3300.0 · Convention Expense	
3300.1 · Convention Lodging	5,435.19
3300.2 · Convention Transportation	3,773.26
3300.3 · Convention Per Deim	2,118.00
3300.4 · Convention Group Dinner	1,624.03
3300.5 · Convention Registration	2,540.00
3300.0 · Convention Expense - Other	208.98
Total 3300.0 · Convention Expense	15,699.46
4000.0 · General Chair Expenses	122.40

Colorado Swimming, Inc.

Profit & Loss

Accrual Basis

October 2016 through September 2017

	Oct '16 - Sep 17
4450.0 · Coach's Chair	810.00
4452.1 · Coaches Olympic Trials/Para	150.00
4500.0 · Official's Expenses	
4500.1 · Officials InState Travel	2,547.02
4500.2 · Officials National Travel Reimb	10,038.45
4500.3 · Meet Supplies & Rule Books	5,344.53
4500.4 · National Official Evaluator	1,833.48
4500.5 · Officials Thank you Gift Cards	3,185.00
4500.6 · Official Meetings	522.60
4500.7 · Officials Badge Order	164.99
4500.0 · Official's Expenses - Other	-500.00
Total 4500.0 · Official's Expenses	23,136.07
4501.0 · Officials CSI Sectionals Travel	
4501.1 · Sectionals Lodging	7,800.70
4501.2 · Sectionals Rental Cars	1,762.51
4501.3 · Sectionals Transportation	3,363.86
4501.0 · Officials CSI Sectionals Travel - Other	871.82
Total 4501.0 · Officials CSI Sectionals Travel	13,798.89
4550.0 · Age Group	166.96
4600.0 · Technical Chair	559.64
4605 · Safe Sport Chair	2,253.13
5001.0 · Athlete Reimbursement	
5001.1 · Spring Reimbursements	26,815.25
5001.2 · Summer Reimbursements	50,642.83
5001.0 · Athlete Reimbursement - Other	-23,987.05
Total 5001.0 · Athlete Reimbursement	53,471.03
5005 · Coach Reimbursements	
5005.1 · Spring Reimbursement	6,946.24
5005.2 · Summer Reimbursement	5,790.98
Total 5005 · Coach Reimbursements	12,737.22
5012.0 · Outreach Assistance to Clubs	
5012.1 · Scholarship Assistance	1,826.00
5012.2 · Meet Fees/Gear Assistance	160.00
Total 5012.0 · Outreach Assistance to Clubs	1,986.00
6000.0 · Age Group Camp-Catch the Spirit	3,953.39
6101.0 · Zone 1 - Camp	3,000.00
6104.0 · Zone 4 - Camp	3,000.00
6105.0 · Junior National Camp	1,734.77
7000.0 · Other Expense	618.00
Total Expense	499,593.46
Net Ordinary Income	24,908.25
Net Income	24,908.25

Colorado Swimming, Inc.

		4 Year Actual AVG	2017-2018				Proposed
		2014-2018	Budget	Actual	Difference		2018-2019
			12 Month	11 Month			Budget
				Aug. 2017			
INCOME		\$ 502,938	\$ 504,000	\$ 505,033	\$ (1,033)		\$ 531,200
EXPENSES		\$ 414,061	\$ 380,200	\$ 445,365	\$ (65,165)		\$ 543,050
BUDGET TOTAL		<u>\$ 94,759</u>	<u>\$ 123,801</u>	<u>\$ 59,668</u>	<u>\$ 64,133</u>		<u>\$ (11,850)</u>
MEMBERSHIP							
Transfer Fees	2003.0	\$ 1,148	\$ 1,100	\$ 1,020	\$ 80		\$ 1,100
Athletes	3001.0	\$ 71,606	\$ 74,000	\$ 69,907	\$ 4,093		\$ 74,000
Athletes - Seasonal	3004.0	\$ 6,779	\$ 6,000	\$ 6,875	\$ (875)		\$ 7,000
Clubs	3010.0	\$ 7,118	\$ 5,500	\$ 5,085	\$ 415		\$ 5,200
Clubs - Seasonal	3012.0	\$ 120	\$ 400	\$ -	\$ 400		\$ 400
Non-Athlete Registration	3020.0	\$ 8,790	\$ 8,500	\$ 10,282	\$ (1,782)		\$ 10,000
LEAP FUNDS							
USA Swimming LEAP Funds	3025.0	\$ 1,875	\$ 7,500	\$ -	\$ 7,500		\$ 7,500
LEAP Expenses	3026.0	\$ 315	\$ -	\$ -	\$ -		\$ -
MEETS							
Meet Sanctions	3030.0	\$ 8,293	\$ 8,500	\$ 7,080	\$ 1,420		\$ 8,500
Registration Fine	3035.0	\$ 488	\$ 1,500	\$ 750	\$ 750		\$ 1,500
Meet Surcharges	3040.0	\$ 154,811	\$ 160,000	\$ 156,165	\$ 3,835		\$ 160,000
Sectionals							
Revenue	3041.0	\$ 5,919	\$ -	\$ -	\$ -		\$ -
Expense	3041.1	\$ 3,441	\$ -	\$ -	\$ -		\$ -
Age Group State							
Revenue	3051.0	\$ 26,194	\$ 25,000	\$ 24,767	\$ 233		\$ 25,000
Expense	3051.1	\$ 24,206	\$ 25,000	\$ 24,767	\$ 233		\$ 25,000
Expense - Awards		\$ 1,387					
Senior State							
Revenue	3053.0	\$ 13,367	\$ 14,000	\$ 15,210	\$ (1,210)		\$ 15,000
Expense	3053.1	\$ 12,523	\$ 14,000	\$ 15,210	\$ (1,210)		\$ 15,000
Expense - Awards		\$ 212					
Silver State							
Revenue	3055.0	\$ 21,884	\$ 21,000	\$ 23,310	\$ (2,310)		\$ 23,000
Expense	3055.1	\$ 21,071	\$ 21,000	\$ 23,310	\$ (2,310)		\$ 23,000
Expense - Awards		\$ 685					
Long Course Championships - 12&Under							
Revenue	3056.2	\$ 30,617	\$ 22,000	\$ 27,906	\$ (5,906)		\$ 25,000
Expense	3056.1	\$ 15,564	\$ 22,000	\$ 13,860	\$ 8,140		\$ 25,000
Expense - Awards		\$ 1,453					
Long Course Championships - 13&Over							
Revenue	3057.2	\$ 13,139	\$ 22,000	\$ 30,219	\$ (8,219)		\$ 25,000
Expense	3056.1	\$ 3,575	\$ 22,000	\$ 12,134	\$ 9,866		\$ 25,000
Expense - Awards		\$ 303					
Seasonal Championship							
Revenue	3059.0	\$ 8,135	\$ 7,000	\$ 6,630	\$ 370		\$ 7,000
Expense	3059.1	\$ 3,644	\$ 7,000	\$ 1,388	\$ 5,612		\$ 7,000
Expense - Awards		\$ 997					
Age Group Circuit- Bronze							
Expense	6005.0	\$ -	\$ 8,000	\$ -	\$ 8,000		\$ 8,000
Expense		\$ -	\$ 3,500	\$ -	\$ 3,500		\$ 3,500
All Star							
Revenue	3060.0	\$ 19,814	\$ 20,000	\$ 21,120	\$ (1,120)		\$ 20,000
Expense	3060.1	\$ 15,047	\$ 300	\$ 1,350	\$ (1,050)		\$ 35,000
Expense - Transportation	3060.11	\$ 4,273	\$ 9,000	\$ 8,755	\$ 245		
Expense - Gear	3060.12	\$ 5,083	\$ 7,000	\$ 10,131	\$ (3,131)		
Expense - Lodging	3060.13	\$ 3,030	\$ 5,000	\$ 4,964	\$ 36		
Expense - Chaperones Back Ground	3060.14	\$ 58	\$ 100	\$ 174	\$ (74)		
Expense - Food	3060.15	\$ 2,604	\$ 4,000	\$ 5,475	\$ (1,475)		
Expense - Meet Entry	3060.18	\$ 1,749	\$ 2,800	\$ 3,488	\$ (688)		
Expense - Other	3060.17	\$ 1,008	\$ 1,800	\$ 1,560	\$ 240		
Western Zone							
Revenue	3066.0	\$ 80,001	\$ 60,000	\$ 77,715	\$ (17,715)		\$ 75,000
Expense	3066.1	\$ 65,910	\$ 2,500	\$ 6,580	\$ (4,080)		\$ 100,000
Expense - Transportation	3066.11	\$ 22,404	\$ 40,000	\$ 53,364	\$ (13,364)		
Expense - Lodging	3066.12	\$ 12,190	\$ 20,000	\$ 26,521	\$ (6,521)		
Expense - Gear	3066.13	\$ 5,539	\$ 10,000	\$ 11,370	\$ (1,370)		
Expense - Chaperones Back Ground	3066.14	\$ 128	\$ 500	\$ 174	\$ 326		
Expense - Food	3066.15	\$ 8,230	\$ 20,000	\$ 21,559	\$ (1,559)		
CSI Sponsored Meets	3067.0	\$ 3,220	\$ 3,000	\$ 6,881	\$ (3,881)		\$ 3,000
Open Water		\$ -	\$ 6,000	\$ -	\$ 6,000		\$ 6,000
Other Competition Income	3075.0	\$ 1,971	\$ 2,500	\$ 680	\$ 1,820		\$ 2,500

		4 Year Actual AVG		2017-2018			2018-2019
		2014-2018		Budget	Actual	Difference	Budget
					11 Month		
					Aug. 2017		
BUSINESS OFFICE							
Hale Adams Scholarship	3092.1	\$	1,000	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
Jana Cramer		\$	-	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
Office Payroll	3200.0	\$	36,890	\$ 43,500	\$ 37,775	\$ 5,725	\$ 43,500
Office Operations	3205.0	\$	9,036	\$ 10,200	\$ 13,037	\$ (2,837)	\$ 10,200
Payroll Service	3205.1	\$	1,044	\$ 1,200	\$ 1,090	\$ 110	\$ 1,200
Payroll Taxes	3210.0	\$	7,207	\$ 3,350	\$ 5,063	\$ (1,713)	\$ 3,350
Computer/HyTek	3225.0	\$	1,530	\$ 2,500	\$ 2,518	\$ (18)	\$ 2,500
Phone / Fax / Internet	3230.0	\$	1,012	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
Postage	3240.0	\$	2,056	\$ 1,600	\$ 3,107	\$ (1,507)	\$ 3,000
Office Supplies	3250.0	\$	1,459	\$ 6,000	\$ 1,096	\$ 4,904	\$ 6,000
Accounting	3253.0	\$	776	\$ 700	\$ 50	\$ 650	\$ 700
OPERATIONS							
CSI Regular Meetings	3265.0	\$	774	\$ 650	\$ 698	\$ (48)	\$ 700
Workshops	3266.0	\$	1,527	\$ 3,800	\$ 911	\$ 2,889	\$ 3,800
Awards Banquet							
Expense	3268.0	\$	4,996	\$ -	\$ 2,848	\$ (2,848)	\$ 2,500
Expense - Venue Rental	3268.2	\$	-	\$ -	\$ -	\$ -	\$ -
House of Delegates	3267.0	\$	2,108	\$ -	\$ 135	\$ (135)	\$ 200
Annual Athlete Swim Clinic	3269.0	\$	1,625	\$ -	\$ 6,500	\$ (6,500)	
Convention	3300.0	\$	4,715	\$ 3,000	\$ 693	\$ 2,307	\$ 25,000
Transportation	3300.2	\$	2,182	\$ 8,000	\$ 5,598	\$ 2,402	
Lodging		\$	678	\$ 5,000	\$ 1,269	\$ 3,731	
Registration	3300.5	\$	1,438	\$ 4,000	\$ 3,240	\$ 760	
General Chair	4000.0	\$	538	\$ 2,000	\$ 207	\$ 1,793	\$ 2,000
Administrative Vice-Chair	4100.0	\$	85	\$ 200	\$ -	\$ 200	\$ 200
Coach's Chair	4450.0	\$	1,009	\$ 2,000	\$ 1,400	\$ 600	\$ 2,000
Coach's Olympic Trials / Para	4452.1	\$	313	\$ 150	\$ -	\$ 150	\$ 150
Officials Chair	4500.0	\$	8,826	\$ 500	\$ 689	\$ (189)	\$ 28,500
InState Travel	4500.1	\$	1,607	\$ 3,000	\$ 3,880	\$ (880)	
National Travel Reimburs	4500.2	\$	7,953	\$ 10,000	\$ 23,572	\$ (13,572)	
Meet Supplies & Rule Books	4500.3	\$	1,761	\$ 2,000	\$ 3,081	\$ (1,081)	
Thank You Gift Cards	4500.5	\$	2,210	\$ 4,000	\$ 5,654	\$ (1,654)	
Official Badges	4500.7	\$	421	\$ 500	\$ 1,519	\$ (1,019)	
Olympic Trials	4500.8	\$	-				
Officials - Sectionals	4501.0	\$	8,238	\$ -	\$ 900	\$ (900)	\$ -
Lodging	4501.1	\$	1,875				
Rental Cars	4501.2	\$	441				
Transportation	4501.3	\$	841				
Officials Olympic Trials / Para	4505.1	\$	238	\$ -	\$ -	\$ -	\$ -
Age Group Chair	4550.0	\$	91	\$ 200	\$ -	\$ 200	\$ 200
Technical Planning Chair	4600.0	\$	450	\$ 600	\$ 363	\$ 237	\$ 600
Safe Sport Chair		\$	1,480	\$ 4,500	\$ 3,668	\$ 832	\$ 5,000
Diversity Chair	4607.0	\$	1,706	\$ 2,500	\$ 4,613	\$ (2,113)	\$ 2,500
Age Group Coordinator		\$	-	\$ -	\$ -	\$ -	\$ -
Summer Club Rep	4700.0	\$	-	\$ -	\$ -	\$ -	\$ -
Records Chair	4705.0	\$	75	\$ 250	\$ -	\$ 250	\$ 250
Athlete Rep		\$	101	\$ -	\$ 405	\$ (405)	\$ -
Athlete Reimbursements	5001.0	\$	14,199				\$ 53,500
Spring Reimbursement	5001.1	\$	13,450	\$ 25,000	\$ 28,129	\$ (3,129)	
Summer Reimbursement		\$	7,128	\$ 28,500	\$ -	\$ 28,500	
Coach Reimbursements		\$	-				\$ 15,000
Spring Reimbursement		\$	3,347	\$ 7,500	\$ 6,440	\$ 1,060	
Summer Reimbursement		\$	-	\$ 7,500	\$ -	\$ 7,500	
Coach Mentoring		\$	-	\$ 6,000	\$ -	\$ 6,000	\$ 6,000
Outreach Scholarships							
Outreach Scholarships		\$	116	\$ 20,000	\$ 462	\$ 19,538	\$ 20,000
Outreach Gear		\$	8	\$ 3,000	\$ 30	\$ 2,970	\$ 3,000
Olympic Trials	5201.0	\$	-	\$ -	\$ -	\$ -	\$ -
Olympic Year Pool Rental	5205.0	\$	328	\$ -	\$ -	\$ -	\$ -
Camps							
Age Group Camp	6000.0	\$	4,406	\$ 4,000	\$ 5,131	\$ (1,131)	\$ 4,000
Zone 1 Camp	6101.0	\$	223	\$ 4,000	\$ -	\$ 4,000	\$ 4,000
Zone 4 Camp	6104.0	\$	3,250	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
Zone 5 Camp	6106.0	\$	50	\$ 4,000	\$ -	\$ 4,000	\$ 4,000
Junior National Camp	6105.0	\$	2,966	\$ 4,000	\$ 3,880	\$ 120	\$ 4,000
MISCELLANEOUS							
Investment Income	3073.0	\$	13,077	\$ 13,000	\$ -	\$ 13,000	\$ 13,000
Interest / Dividends	3073.5	\$	8,532	\$ 14,000	\$ 19,623	\$ (5,623)	\$ 15,000
Capital Gains	6500.0	\$	1,799	\$ 2,000	\$ 5,689	\$ (3,689)	\$ 5,500
Other Expense		\$	2,002	\$ 1,000	\$ 571	\$ 429	\$ 1,000
Capital Acquisition	6505.0	\$	848	\$ 5,000	\$ 3,130	\$ 1,870	\$ 5,000

2018-2019 Budget Request Form

Due August 27, 2018

Budget Line Item: Officials Budget

Prior Fiscal Year Budget: 2018 - spent \$23,459.00 apx

Current Fiscal Year **Requested** Budget: 2019

Justification for increased budget of \$ 5,000.00 :

Would like to increase the Officials travel reimbursement from \$500 to \$700 - per year for Officials who work a Sectional level meet or higher once per year. Generally the cost to attend a 3-5 day travel meet - is easily \$1200 (plane, hotel).

Please email this form to Jillian Hayes at jhayes@hanson-cpa.com on or before August 27, 2018.

The proposed budget will be emailed to everyone no later than September 4, 2018 along with all proposed budget request forms for the board to look over before the board meeting being held on September 8, 2018. Please look over the information before coming to the board meeting, as we are only going to discuss major changes that have been requested.

2018-2019 Budget Request Form

Due August 27, 2018

Budget Line Item: 4605 Safe Sport Chair

Prior Fiscal Year Budget: \$4,500

Current Fiscal Year Requested Budget: \$5,000

Justification for increased budget of \$ 500 :

- 2018-2019 Goal for Safe Sport: visit all teams in the LSC to review their Safe Sport policies & procedures to:
1. determine if they have them in place for their organization
 2. verify that they are current with USA Swimming Safe Sport objectives.
 3. find out how many coaches are using the 1st Monday of the Month Safe Sport scenarios. If not, find out why.
 4. distribute more Safe Sport bag tags to athletes, coaches & officials. To date, only distributed 1500 in an LSC that has more than 8,000 swimmers. Bag tags are ~\$600 per box of 500.

Please email this form to Jillian Hayes at jhayes@hanson-cpa.com on or before August 27, 2018.

The proposed budget will be emailed to everyone no later than September 4, 2018 along with all proposed budget request forms for the board to look over before the board meeting being held on September 8, 2018. Please look over the information before coming to the board meeting, as we are only going to discuss major changes that have been requested.

Safe Sport Chair Board Report

Linda Eaton

September 8, 2018

Past Activities:

August/September: Requested to be on the agenda for each LSC club's parent/athlete beginning season meeting to discuss Safe Sport. Teams that responded with an invitation: Pueblo Swim Club (August date), Aquawolves, Foothills Aquatic Club, Longmont, Fort Collins, Colorado STARS. Dates for AQUA, FAC, LONG, FAST, and STARS are in September.

Formulated Safe Sport goals for the 2018-19 year: Visit all teams in the LSC to review their Safe Sport policies and procedures to:

1. Determine if they have them in place for their organization
2. Verify that they are current with USA Swimming Safe Sport objectives
3. Find out how many coaches are using the 1st Monday of the Month Safe Sport scenarios. If not, find out why not? (This area needs feedback collected to present to national regarding their usefulness to coaches.)
4. Distribute more Safe Sport bag tags to athletes, coaches, and Officials. Distributed only 1,500 so far to an LSC with more than 8,000 registered swimmers.

Submitted a budget increase request (\$500) to bring the budget total for 2018-2019 to \$5,000.

Attended a conference call with Liz Hahn, USA Swimming Safe Sport, and Andy Niemann to discuss a couple of LSC coaches. Helping Flatirons Aquatic Club and Colorado STARS review and update their Safe Sport policies. Presenting Safe Sport information at the LSC Sr Meet Referees September 15th meeting (updated Meet Marshal document and Safe Sport Officials Briefing).

Upcoming Activities: Attend the USA Swimming 2018 Convention in Jacksonville, FL in Florida. Will be requesting an opportunity to speak at the October Swimposium Coaches Meeting regarding Safe Sport monthly scenarios to obtain feedback on their usefulness.

On-going Activity: Schedule meetings with LSC clubs/teams to review their Safe Sport policies and procedures per Safe Sport goals for the 2018-19 year. Provide a Safe Sport table at LSC meets where requested; CUDA/STAR meet already on the list. Handle Safe Sport issues as they arise.

Action Item: Request increased budget amount for the 2018-19 year.



Concussion – The Basics

This document is to provide our athletes, parents, coaches, and support staff basic information regarding concussion and a defined set of recommendations for good management. The purpose is to supplement concussion management protocols that teams may have established governed by local law.

1. Definition

‘Concussion is a brain injury and is defined as a complex pathophysiological process affecting the brain, induced by biomechanical forces.’ [1]

2. Symptoms (range of symptoms may vary from a single symptom to all symptoms [2-5])

- ***Physical***
 - Headache, confusion, disorientation, staring, appears dazed and / or stunned, light sensitivity, blurred vision, double vision, nausea, dizziness, ringing in the ears, balance problems, noise sensitivity, incoordination, slurred speech, neck pain, loss of consciousness.
- ***Cognitive***
 - Concentration and/or memory difficulty, feeling mentally ‘foggy, groggy, and/or hazy’, forgetfulness, slowed processing of basic information and/or answering questions.
- ***Emotional***
 - Sadness, nervousness, unusually angry and/or irritable.
- ***Sleep / Energy***
 - Mental fatigue, drowsiness, sleeping too much or too little, difficulty initiating and/or maintaining sleep.

3. Recommendations for Parents

- ***Tips for Restful Sleep***
 - Encourage nighttime sleep and morning wake-up on a regular schedule –at the same hour each night and morning.
 - Limit morning and afternoon naps.
 - A warm bath or shower one hour before bedtime may be helpful.
 - Stretching and/or deep breathing exercises at bedtime may be helpful.
 - Reduce exposure to light from either inside or outside your bedroom.
 - Reduce exposure to blue lights from alarm clocks, cable boxes, and/or electronics devices.
 - Refrain from watching TV or the use of electronics with screens for about one hour before bedtime or while you are resting in bed trying to fall asleep.
 - Silence and place your phone outside your bedroom.
- ***Fluids and Diet***
 - Adequate hydration is essential; a urine color chart is an easy guide to ensure adequate hydration.
 - Limit caffeine intake, especially in the afternoons.
 - Avoid all ‘energy drinks’.

- Eat healthy meals and avoid sugars, refined or processed foods.
- Eat breakfast regularly and healthy snacks frequently throughout the day.
- ***Be a Partner in Your Child's Recovery***
 - Communicate frequently with your child's school staff (counselor, nurse, teacher's) to ensure that your child has the necessary academic adjustments during recovery.
 - Encourage compliance with medical recommendations –including activity modifications and follow-up visits with their health care provider.
 - Encourage your child to avoid physical activity until medical cleared by their health care provider.

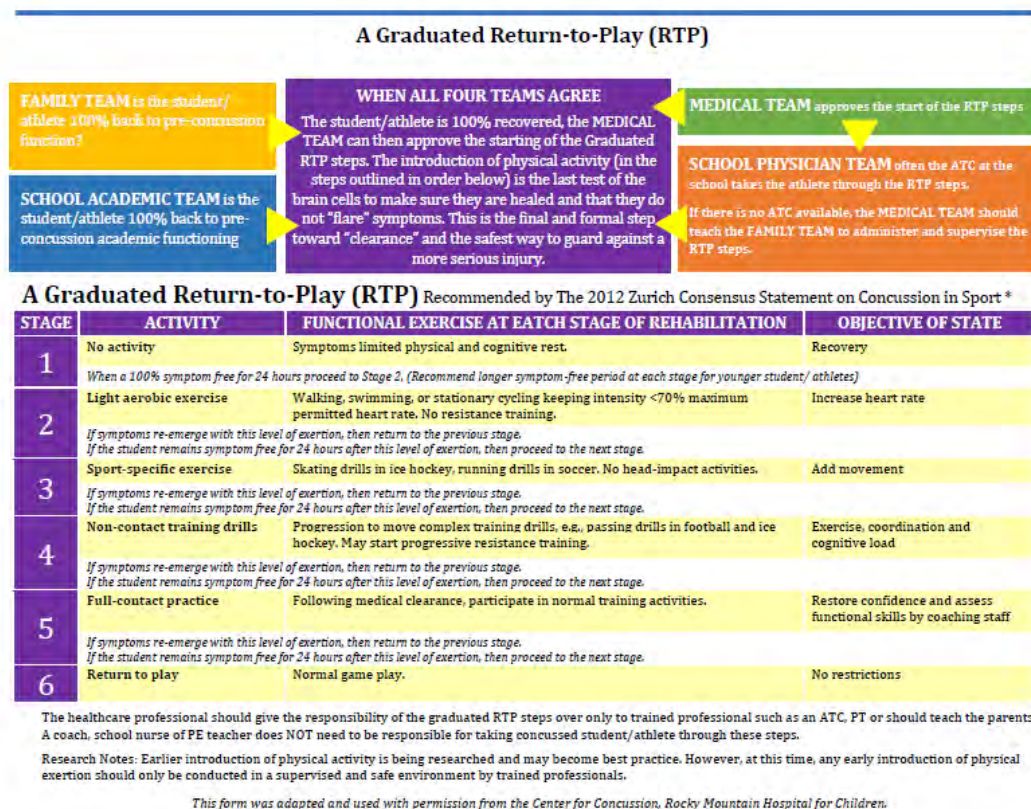
4. School Adjustments (based on classification of 'Symptoms' from Section #1) [6]

- ***Physical***
 - Remove from PE, physical recess and/or dance classes.
 - Require scheduled 15 to 20 minute breaks in a quiet space during the mid-morning, mid-afternoon and as needed at other times during the 'school day'.
 - Permit the use of sunglasses –while indoors and outdoors.
 - Encourage use of a quiet room for lunch and during recess.
 - Encourage 'quiet passing' in halls.
 - Encourage and permit to abstain from music, orchestra, and / or computer classes if concussion symptoms recur during classes.
- ***Cognitive***
 - Reduce academic workload (classroom and homework).
 - Avoid repetition of work with focus on quality not quantity.
 - Adjust 'due dates' and facilitate 'extra time' for assignments.
 - Provide and explain written instructions for assignments.
 - Permit student to 'audit' classwork as needed.
 - Postpone large test/projects.
 - Adjust testing environment (e.g., quiet testing, one-on-one testing).
 - Allow demonstration of learning in alternative fashion (e.g., oral testing).
 - As tolerated, encourage use of 'learning technologies' (e.g., tape recorder, smart pen).
- ***Emotional***
 - Empower student to leave classroom as needed using a 'signal' to inform teacher.
 - Educate staff regarding the influence of mental fatigue on 'emotional meltdowns'.
 - Encourage student to visit with supportive adult (counselor, nurse, or advisor).
 - Pay attention to symptoms of depression and anxiety related to social isolation and concern over 'catch-up work' and/or deteriorating grades.
- ***Sleep / Energy***
 - Allow for frequent rest breaks as needed –in classroom (e.g., 'brain rest' breaks = head on desk; eyes closed for 5 to 10 minutes).
 - Permit student either to start school later in the day or to leave school early.
 - Interchange 'mental challenges' with 'mental rest'.

5. Protocol for Graduated Return-to-Swimming [1, 7-11]

- Prior to clearance for return-to-swimming –including conditioning, practice and/or competition, all swimmers should complete an adequate Graduated Return-to-Play (RTP) protocol, as recommended by the 2012 Zurich Consensus Statement on Concussion in Sport.[1]
- Four key elements should be thoroughly vetted ***prior to*** commencing **Stage 2 of RTP** as detailed in the table below:

- No concussion related academic adjustments (*confirmation received from school proving adequate 'return-to-learning'*).
- No concussion related symptoms or use of medications (to treat concussion).
- Normal clinical examination.
- Normal Computerized Neurocognitive Tests (CNT's; egg. ImPACT™) for swimmers > 11 years of age.
 - Currently, there are no validated CNT's for children < 11 years of age; therefore consider obtaining Neuropsychology consultation for **non-CNT's** and clearance prior to **RTP**.
- Each **RTP** stage should be separated by 24 hours; if swimmer develops symptoms at any stage of progressive activity, they should be re-evaluated at the previous stage.
- **RTP** stages 2 – 5 may be adapted to swimming specific exercises using the following guidelines:
 - **Stage 2:** light aerobic exercise.
 - **Stage 3:** hand/eye coordination.
 - **Stage 4:** aerobic + hand/eye *but no* jostling of the head/brain.
 - **Stage 5:** aerobic + hand/eye *and* jostling of the head/brain.
- **Stage 6** of the **RTP** protocol indicates that the swimmer has successfully completed all stages without recurrence of symptoms **AND** no additional needs for academic adjustments during the **RTP** protocol.



6. Miscellaneous Facts

- A concussion is a concerning injury that needs management through good education using a unified '*team approach*'; therefore, strict practice of the concussion management protocol is recommended.
- Individuals should not return to swimming on the same day they sustained a concussion.

- ‘Sound judgment’ by trained, experienced, knowledgeable clinicians is pivotal to good outcomes.
- Catastrophic outcomes after concussion are very rare; yet, there is an increased susceptibility to repeat concussion in the days following injury.
- History of multiple concussions may lead to longer recovery times for subsequent concussions; those with multiple concussions should be treated more conservatively.
- Rest is recommended for the first few days after concussion.
 - Physical and Cognitive rest may reduce ‘brain strain & drain’.
 - Therefore, swimming when individual is symptomatic should be avoided.
- There is no research that ‘complete or persistent rest’ is an effective form of treatment.
 - Removing individuals from school for prolonged periods (weeks) can prolong or worsen symptoms.
- Health care providers should communicate with school and family on symptoms before making treatment / clearance decisions.
- Request academic accommodations based on physical, cognitive, emotional and / or sleep / energy symptoms.
- Neurocognitive Tests (CNT’s and non-CNT’s):
 - Are one of several tools used for thorough evaluation of concussion.
 - Should not be used in isolation as a **RTP** measure.
 - Without a baseline study, tests are of limited value.
 - Validity of these tests is lower in the pediatric population.
- Most uncomplicated concussions resolve within a few days to weeks.
- If symptoms persist beyond 3-4 weeks, specialist consultation is recommended.
- Injury and stress can play a role in persistent symptoms.

Selected References

1. McCrory, P., et al., *Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012*. Br J Sports Med, 2013. **47**(5): p. 250-8.
2. Evans, RW. Concussion and mild traumatic brain injury. Up-To-Date. Accessed February 4th, 2015.
3. <http://www.cdc.gov/concussion/>; Accessed February 4th.
4. CDC (2012). Heads up to schools: A fact sheet for school nurses. A heads up for schools: Knowing your concussion.
5. Kelly, J.P. and J.H. Rosenberg, *Diagnosis and management of concussion in sports*. Neurology, 1997. **48**(3): p. 575-80.
6. <http://rockymountainhospitalforchildren.com/service/concussion-management>.
7. Purcell, L., *What are the most appropriate return-to-play guidelines for concussed child athletes?* Br J Sports Med, 2009. **43 Suppl 1**: p. i51-5.
8. Giza, C.C., et al., *Summary of evidence-based guideline update: evaluation and management of concussion in sports: report of the Guideline Development Subcommittee of the American Academy of Neurology*. Neurology, 2013. **80**(24): p. 2250-7.
9. Harmon, K.G., et al., *American Medical Society for Sports Medicine position statement: concussion in sport*. Br J Sports Med, 2013. **47**(1): p. 15-26.
10. DeMatteo, C., et al., *A Balanced Protocol for Return to School for Children and Youth Following Concussive Injury*. Clin Pediatr (Phila), 2015.
11. Halstead, M.E., et al., *Returning to learning following a concussion*. Pediatrics, 2013. **132**(5): p. 948-57.

Information in this document was adapted and used with permission from the Center for Concussion, Rocky Mountain Hospital for Children.

NOTE: This bill has been prepared for the signature of the appropriate legislative officers and the Governor. To determine whether the Governor has signed the bill or taken other action on it, please consult the legislative status sheet, the legislative history, or the Session Laws.



SENATE BILL 11-040

BY SENATOR(S) Spence and Newell, Aguilar, Boyd, Guzman, Heath, Hudak, Johnston, Nicholson, Schwartz, Shaffer B., Tochtrop, White, Giron, King S.;
also REPRESENTATIVE(S) Summers and Todd, Casso, Fields, Fischer, Hamner, Hullinghorst, Labuda, Peniston, Ryden, Solano, Soper, Vigil, Williams A.

CONCERNING THE REQUIREMENT THAT A COACH OF AN ORGANIZED YOUTH ATHLETIC ACTIVITY FOLLOW CONCUSSION GUIDELINES, AND, IN CONNECTION THEREWITH, CREATING THE "JAKE SNAKENBERG YOUTH CONCUSSION ACT".

Be it enacted by the General Assembly of the State of Colorado:

SECTION 1. Title 25, Colorado Revised Statutes, is amended BY THE ADDITION OF A NEW ARTICLE to read:

ARTICLE 43
Required Head Trauma Guidelines

25-43-101. Short title. THIS ARTICLE SHALL BE KNOWN AND MAY BE CITED AS THE "JAKE SNAKENBERG YOUTH CONCUSSION ACT".

Capital letters indicate new material added to existing statutes; dashes through words indicate deletions from existing statutes and such material not part of act.

25-43-102. Definitions. AS USED IN THIS ARTICLE, UNLESS THE CONTEXT OTHERWISE REQUIRES:

(1) "HEALTH CARE PROVIDER" MEANS A DOCTOR OF MEDICINE, DOCTOR OF OSTEOPATHIC MEDICINE, LICENSED NURSE PRACTITIONER, LICENSED PHYSICIAN ASSISTANT, OR LICENSED DOCTOR OF PSYCHOLOGY WITH TRAINING IN NEUROPSYCHOLOGY OR CONCUSSION EVALUATION AND MANAGEMENT.

(2) "PUBLIC RECREATION FACILITY" MEANS A RECREATION FACILITY OWNED OR LEASED BY THE STATE OF COLORADO OR A POLITICAL SUBDIVISION THEREOF.

(3) "YOUTH ATHLETIC ACTIVITY" MEANS AN ORGANIZED ATHLETIC ACTIVITY WHERE THE MAJORITY OF THE PARTICIPANTS ARE ELEVEN YEARS OF AGE OR OLDER AND UNDER NINETEEN YEARS OF AGE, AND ARE ENGAGING IN AN ORGANIZED ATHLETIC GAME OR COMPETITION AGAINST ANOTHER TEAM, CLUB, OR ENTITY OR IN PRACTICE OR PREPARATION FOR AN ORGANIZED GAME OR COMPETITION AGAINST ANOTHER TEAM, CLUB, OR ENTITY. A "YOUTH ATHLETIC ACTIVITY" DOES NOT INCLUDE COLLEGE OR UNIVERSITY ACTIVITIES. "YOUTH ATHLETIC ACTIVITY" DOES NOT INCLUDE AN ACTIVITY THAT IS ENTERED INTO FOR INSTRUCTIONAL PURPOSES ONLY, AN ATHLETIC ACTIVITY THAT IS INCIDENTAL TO A NONATHLETIC PROGRAM, OR A LESSON.

25-43-103. Organized school athletic activities - concussion guidelines required. (1) (a) EACH PUBLIC AND PRIVATE MIDDLE SCHOOL, JUNIOR HIGH SCHOOL, AND HIGH SCHOOL SHALL REQUIRE EACH COACH OF A YOUTH ATHLETIC ACTIVITY THAT INVOLVES INTERSCHOLASTIC PLAY TO COMPLETE AN ANNUAL CONCUSSION RECOGNITION EDUCATION COURSE.

(b) EACH PRIVATE CLUB OR PUBLIC RECREATION FACILITY AND EACH ATHLETIC LEAGUE THAT SPONSORS YOUTH ATHLETIC ACTIVITIES SHALL REQUIRE EACH VOLUNTEER COACH FOR A YOUTH ATHLETIC ACTIVITY AND EACH COACH WITH WHOM THE CLUB, FACILITY, OR LEAGUE DIRECTLY CONTRACTS WITH, FORMALLY ENGAGES, OR EMPLOYS WHO COACHES A YOUTH ATHLETIC ACTIVITY TO COMPLETE AN ANNUAL CONCUSSION RECOGNITION EDUCATION COURSE.

(2) (a) THE CONCUSSION RECOGNITION EDUCATION COURSE

REQUIRED BY SUBSECTION (1) OF THIS SECTION SHALL INCLUDE THE FOLLOWING:

(I) INFORMATION ON HOW TO RECOGNIZE THE SIGNS AND SYMPTOMS OF A CONCUSSION;

(II) THE NECESSITY OF OBTAINING PROPER MEDICAL ATTENTION FOR A PERSON SUSPECTED OF HAVING A CONCUSSION; AND

(III) INFORMATION ON THE NATURE AND RISK OF CONCUSSIONS, INCLUDING THE DANGER OF CONTINUING TO PLAY AFTER SUSTAINING A CONCUSSION AND THE PROPER METHOD OF ALLOWING A YOUTH ATHLETE WHO HAS SUSTAINED A CONCUSSION TO RETURN TO ATHLETIC ACTIVITY.

(b) AN ORGANIZATION OR ASSOCIATION OF WHICH A SCHOOL OR SCHOOL DISTRICT IS A MEMBER MAY DESIGNATE SPECIFIC EDUCATION COURSES AS SUFFICIENT TO MEET THE REQUIREMENTS OF SUBSECTION (1) OF THIS SECTION.

(3) IF A COACH WHO IS REQUIRED TO COMPLETE CONCUSSION RECOGNITION EDUCATION PURSUANT TO SUBSECTION (1) OF THIS SECTION SUSPECTS THAT A YOUTH ATHLETE HAS SUSTAINED A CONCUSSION FOLLOWING AN OBSERVED OR SUSPECTED BLOW TO THE HEAD OR BODY IN A GAME, COMPETITION, OR PRACTICE, THE COACH SHALL IMMEDIATELY REMOVE THE ATHLETE FROM THE GAME, COMPETITION, OR PRACTICE.

(4) (a) IF A YOUTH ATHLETE IS REMOVED FROM PLAY PURSUANT TO SUBSECTION (3) OF THIS SECTION AND THE SIGNS AND SYMPTOMS CANNOT BE READILY EXPLAINED BY A CONDITION OTHER THAN CONCUSSION, THE SCHOOL COACH OR PRIVATE OR PUBLIC RECREATIONAL FACILITY'S DESIGNATED PERSONNEL SHALL NOTIFY THE ATHLETE'S PARENT OR LEGAL GUARDIAN AND SHALL NOT PERMIT THE YOUTH ATHLETE TO RETURN TO PLAY OR PARTICIPATE IN ANY SUPERVISED TEAM ACTIVITIES INVOLVING PHYSICAL EXERTION, INCLUDING GAMES, COMPETITIONS, OR PRACTICES, UNTIL HE OR SHE IS EVALUATED BY A HEALTH CARE PROVIDER AND RECEIVES WRITTEN CLEARANCE TO RETURN TO PLAY FROM THE HEALTH CARE PROVIDER. THE HEALTH CARE PROVIDER EVALUATING A YOUTH ATHLETE SUSPECTED OF HAVING A CONCUSSION OR BRAIN INJURY MAY BE A VOLUNTEER.

(b) NOTWITHSTANDING THE PROVISIONS OF PARAGRAPH (a) OF THIS

SUBSECTION (4), A DOCTOR OF CHIROPRACTIC WITH TRAINING AND SPECIALIZATION IN CONCUSSION EVALUATION AND MANAGEMENT MAY EVALUATE AND PROVIDE CLEARANCE TO RETURN TO PLAY FOR AN ATHLETE WHO IS PART OF THE UNITED STATES OLYMPIC TRAINING PROGRAM.

(c) AFTER A CONCUSSED ATHLETE HAS BEEN EVALUATED AND RECEIVED CLEARANCE TO RETURN TO PLAY FROM A HEALTH CARE PROVIDER, AN ORGANIZATION OR ASSOCIATION OF WHICH A SCHOOL OR SCHOOL DISTRICT IS A MEMBER, A PRIVATE OR PUBLIC SCHOOL, A PRIVATE CLUB, A PUBLIC RECREATION FACILITY, OR AN ATHLETIC LEAGUE MAY ALLOW A REGISTERED ATHLETIC TRAINER WITH SPECIFIC KNOWLEDGE OF THE ATHLETE'S CONDITION TO MANAGE THE ATHLETE'S GRADUATED RETURN TO PLAY.

(5) NOTHING IN THIS ARTICLE ABROGATES OR LIMITS THE PROTECTIONS APPLICABLE TO PUBLIC ENTITIES AND PUBLIC EMPLOYEES PURSUANT TO THE "COLORADO GOVERNMENTAL IMMUNITY ACT", ARTICLE 10 OF TITLE 24, C.R.S.; VOLUNTEERS AND BOARD MEMBERS PURSUANT TO SECTIONS 13-21-115.7 AND 13-21-116, C.R.S.; OR SKI AREA OPERATORS PURSUANT TO SECTIONS 33-44-112 AND 33-44-113, C.R.S.

SECTION 2. Act subject to petition - effective date. This act shall take effect January 1, 2012; except that, if a referendum petition is filed pursuant to section 1 (3) of article V of the state constitution against this act or an item, section, or part of this act within the ninety-day period after final adjournment of the general assembly, then the act, item, section, or part shall not take effect unless approved by the people at the general election to be held in November 2012 and shall take effect on January 1,

2012, or on the date of the official declaration of the vote thereon by the governor, whichever is later.

Brandon C. Shaffer
PRESIDENT OF
THE SENATE

Frank McNulty
SPEAKER OF THE HOUSE
OF REPRESENTATIVES

Cindi L. Markwell
SECRETARY OF
THE SENATE

Marilyn Eddins
CHIEF CLERK OF THE HOUSE
OF REPRESENTATIVES

APPROVED _____

John W. Hickenlooper
GOVERNOR OF THE STATE OF COLORADO



CONCUSSION INFORMATION SHEET

Dear Parent/Guardian and Athletes,

This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete return to normal activities slowly, so he/she does not do more damage to his/her brain.

What is a Concussion?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe.

Signs and Symptoms of a Concussion

Athletes do not have to be “knocked out” to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child’s health at risk!

Signs Observed by Coaches, Officials, Parents or Guardians

- ☐ Appears dazed, stunned or confused
- ☐ Unsure about event, location of name of meet
- ☐ Moves clumsily
- ☐ Answers questions slowly
- ☐ Loses consciousness (even briefly)
- ☐ Shows behavior or personality changes – irritability, sadness, nervousness, emotional
- ☐ Can’t recall events before or after incident

Symptoms Reported by Athlete

- ☐ Any headache or “pressure” in head - how badly it hurts does not matter
- ☐ Nausea or vomiting
- ☐ Balance problems or dizziness
- ☐ Double or blurry vision
- ☐ Sensitivity to light and/or noise
- ☐ Feeling sluggish, hazy, foggy or groggy
- ☐ Concentration or memory problems
- ☐ Confusion
- ☐ Does not “feel right”
- ☐ Trouble falling asleep
- ☐ Sleeping more or less than usual

Be Honest

Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss practice or meets than the entire season... or risk permanent damage!

Seek Medical Attention Right Away

Seeking medical attention on the day of the event is an important first step if you suspect or are told your swimmer has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities:

- ☐ No athlete should return to activity on the same day he/she gets a concussion
- ☐ No athlete may return to training, regardless of sport, until he/she is cleared by a health care professional with a note specifying clearance. Athletes should NEVER return to the pool if they still have ANY symptoms..... in case an athlete returns with a note and then during the practice complains of a headache or other symptoms
- ☐ Parents and coaches should never pressure any athlete to return to play

The Dangers of Returning Too Soon

Returning to the pool too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified health care professional.

Recovery

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete's injury and their roles in helping the child recover. During the recovery time after a concussion, physical and mental rest is required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children's brains take several weeks to heal following a concussion.

Returning to Daily Activities

1. Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime weekdays and weekends.
2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.
3. Limit your child's activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain's recovery.
4. Limit your child's physical activity, especially those activities where another injury or blow to the head may occur.
5. Have your qualified health care professional check your child's symptoms at different times to help guide recovery.

Returning to School

1. Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.
2. Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
 - a. Increased problems paying attention.
 - b. Increased problems remembering or learning new information.
 - c. Longer time needed to complete tasks or assignments.
 - d. Greater irritability and decreased ability to cope with stress.
 - e. Symptoms worsen (headache, tiredness) when doing schoolwork.
3. Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.
4. If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help can be removed gradually.

Returning to the Pool

1. Returning to the pool is specific for each person. As an example, California law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child's coach follow these instructions carefully.
2. Your child should NEVER be on deck, practice, or participate in competition if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
3. Be sure that the athletic trainer, coach and physical education teacher are aware of your child's injury and symptoms.
4. Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.

Resources:

Insurance - USA Swimming provides an excess accident medical insurance policy for USA Swimming members while participating or volunteering in a USA Swimming sponsored or sanctioned event. Details of the insurance coverage are on the USA Swimming website under Insurance and Risk Management.

Centers for Disease Control and Prevention - www.cdc.gov/Concussion

Zurich Concussion Conference (2012) - Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012.
<http://bjsm.bmj.com/content/47/5/250.full>

ODH Violence and Injury Prevention Program - www.healthyohioprogram.org/concussion

National Federation of State High School Associations - www.nfhs.org – Index concussions and see “A parent’s guide to concussion in sports”.

memo

To: The Board of Colorado Swimming Inc
From: Brian W. Wixted
Date: September 1, 2018
Re: Concussion Policies, Training & Certification

USA Swimming has appointed a Concussion Task Force ("Task Force") to develop an educational program for the recognition and management of concussions. The Task Force's objectives were to develop an education program and raise awareness & change behavior toward understanding good concussion management to reduce preventable concussions and reduce the time required to safely return to competition. The educational materials are attached for review.

USA Swimming had not mandated that this education program be required for membership in USA Swimming as a coach or official like Athlete Protection. This educational program on concussions is informational and provided as a reference tool for coaches, officials and volunteers supporting the sport and working with the athletes who may encounter a possible concussion situation. The creation and distribution of the education materials is likely the first step in a process to educate those involved in the sport about the recognition and management of possible concussions then mandate this be a required training for membership in USA Swimming.

Several states including Colorado have developed concussion policies and mandated training and testing for individuals involved in sports where concussions are possible to ensure proper steps are taken in the recognition and management of a possible concussion. Colorado proposed on January 14, 2011 the Senate Bill 11-040 – Jake Snakenberg Youth Concussion Act and then signed into law by Governor Hickenlooper on March 29, 2011. The Act defines several terms one of which is "Youth Athletic Activity" defined as an organized athletic activity where the majority of participants are eleven years of age or older and under nineteen years of age, and are engaged in an organized athletic game or competition against another Team, Club or Entity or in practice or preparation for an organized game or competition against another Team, Club or Entity. A "Youth Athletic Activity" does not include college or university activities. "Youth athletic activity" does not include an activity that is entered into for instruction purposes only, an athletic activity that is incidental to a nonathletic program or lesson.

Organized school athletic activities under the concussion guidelines require each public and private middle school, junior high school and high school shall require each coach of a youth athletic activity that involves interscholastic play to complete an annual concussion recognition education course. Each private club or public recreation facility and each athletic league that sponsors youth athletic activities shall require each volunteer coach for a youth athletic activity and each coach with whom the Club,

Facility or League directly contracts with, formally engages, or employs who coached a youth athletic activity to complete an annual concussion recognition education course.

The concussion recognition education course will provide information on recognizing signs & symptoms, necessity to obtain proper medical attention, information on the nature & risks and when a concussion is suspected removal from the activity followed by evaluation, monitoring and follow up. The coaches can complete an online NFHS Concussion Course annually or through a school organized sports medicine review – head trauma concussion component.

This law is specific to an age group and school sports programs and clubs. Colorado Swimming Inc (“CSI”) is not subject to compliance with this law. The CSI Board may consider requiring specific members of the organization i.e. coaches and meet referees to take this online course to ensure the safety, protection and well-being of the athletes.

Recommend that the Board at its next meeting engage in a fulsome discussion of this matter after reviewing the attached Colorado law and education material from USA Swimming to determine a position to adopt. I would recommend that the Board not require compliance with the Colorado law as it is specific to school sports activities not clubs outside the school but make it available to coaches and officials as an informational reference tool until mandated by USA Swimming as a requirement that specific individuals complete the training similar to the process for Athlete Protection in order to be a member of USA Swimming in good standing. My sense after discussing this topic with many individuals some at the senior level of USA Swimming this training will be a requirement in the future just not sure of the exact date and timing.