



**Colorado Swimming  
Policies and Procedures  
Rules and Regulations**

Revised and Adopted: April 20<sup>th</sup>, 2010

Updated: May 11, 2024

Vision Statement

To inspire and enable our members to achieve excellence in the sport of swimming and life.

Mission Statement

Colorado Swimming provides our athlete and swimming community opportunities to succeed.

Colorado Swimming P.L.E.D.G.E.S. to keep swimming fun.

- Performance
- Leadership
- Education
- Diversity
- Growth
- Empowerment
- Safety

# TABLE OF CONTENTS

<b>PREFACE</b>	<b>3</b>	Clubs and Organizations	13
		Sanctions and Approvals	14
<b>LSC AND BOARD INFORMATION</b>	<b>3</b>	<i>CODE OF CONDUCT</i>	14
<i>CSI OFFICE</i>	3	<b>COMPETITIVE OPPORTUNITIES CAMPS &amp; RECOGNITION</b>	<b>16</b>
<i>MINUTES OF CSI MEETINGS</i>	3	<i>COMPETITIVE OPPORTUNITIES</i>	16
<i>CSI WEBSITE</i>	3	Age-Group Meets	16
<i>CSI PUBLICATIONS</i>	3	Senior Meets	16
<i>CSI SOFTWARE AND EQUIPMENT</i>	4	Open-Water/Long Distance Meets	17
<i>CSI SEAL</i>	4	Inclusion of Swimmers with a Disability	17
<i>CSI LOGO</i>	4	<i>MEET SCHEDULING AND AWARDING BIDS</i>	17
<i>GEOGRAPHICAL ZONE BOUNDRIES</i>	4	<i>CSI MEET SANCTIONS AND APPROVALS</i>	19
<i>BOARD OF DIRECTORS</i>	4	<i>VIOLATION OF SANCTION -</i>	22
BOARD MEMBERS	5	<b>CSI SPONSORED MEETS -</b>	<b>23</b>
DELEGATION TO USAS ANNUAL MEETING	5	<b>CSI TIME STANDARDS</b>	<b>24</b>
CSI follows USA Swimming Corporate Bylaws regarding its delegation to the USAS Annual Meeting.	5	<i>OFFICIALS PROCEDURES</i>	24
DIVISIONAL ORGANIZATION	5	<i>MANDATORY WARM-UP PROCEDURES FOR COLORADO     SWIMMING, INC.</i>	27
DUTIES AND POWERS OF CHAIRS, COORDINATORS AND REPRESENTATIVES	6	<i>TEAM COLORADO MEETS</i>	28
CSI STAFF	8	Age Group Zone Championship Policies and Colorado	
<i>DUTIES AND POWERS OF COMMITTEE MEMBERSHIP</i>	8	Age Group Zone Team	28
Athletes Committee	8	All Star Championship Meet	31
Audit Committee	8	<i>CSI CAMPS</i>	31
Budget Committee	8	<i>CSI ANNUAL AWARDS</i>	32
Coaches Committee	9	<i>SCHOLARSHIP</i>	33
Diversity, Equity, and Inclusion Committee	9	<i>RECORDS</i>	33
Finance Committee	9	<b>POLICIES</b>	<b>34</b>
Officials Committee	9	<i>SAFETY AND INSURANCE POLICY</i>	34
Personnel Committee	9	<i>FINANCIAL POLICIES</i>	36
Program Development Committee	9	<i>COLORADO SWIMMING REIMBURSEMENTS</i>	37
Age Group Development Committee	10	Athletes	37
Safe Sport Committee	10	Officials Reimbursement for National Meet Travel	39
Sanctions Committee	10	Volunteer Reimbursement Request	39
Technical Planning Committee	10	Coaches Reimbursement	39
<i>COACH REPRESENTATION</i>	10	<i>Financial Reports</i>	40
<i>ATHLETE REPRESENTATION</i>	11	<i>BUDGET POLICIES</i>	41
<i>REGISTRATION AND MEMBERSHIP</i>	11	<i>CSI PRIVACY POLICY</i>	41
Athlete Membership Categories and Fees	12		
Non-athlete Membership Categories and Fees	12		
Club, League, Seasonal Club and Affiliated Group Member Registration	13		
<i>CORPORATE ORGANIZATION – FEE SCHEDULE</i>	13		

## **PREFACE**

Contents pertaining to this document may be added/amended/deleted by the Board of Directors. Policies and/or procedures not specifically listed within this document but having been previously ratified by either the House of Delegates or Board of Directors shall remain in effect for the organization. All current forms used by Colorado Swimming, Inc. (hereinafter “CSI”) may be referenced through its appropriate hyperlink(s) found within this document.

## **LSC AND BOARD INFORMATION**

### **CSI OFFICE**

The CSI office is responsible for: (a) the registration of athletes, coaches, non-athletes, and clubs; (b) communication activities; and (c) maintenance of the official business and financial records of CSI. As of September 1, 2022, CSI accepts only electronic payments for all CSI-related business and fees.

### **AVAILABILITY OF OFFICIAL DOCUMENTS**

The CSI office is the official repository of documents such as the minutes of CSI Board of Directors and House of Delegates meetings, and copies of the CSI Policies and Procedures Manual. Copies of most of these documents are also available on the CSI website. Federal income tax returns for the most recent three years are available from the Treasurer or Finance Division Vice-Chair. CSI does not guarantee retention of documents beyond the timeframes specified in its Document Destruction Policy.

### **MINUTES OF CSI MEETINGS**

Draft minutes from the House of Delegates and Board of Directors and Committee meetings shall be published within one month of the meeting. Approved minutes shall be published within one month of approval. At a minimum, the minutes shall have the complete wording of all motions passed and actions taken. They will be posted on the CSI website.

### **CSI WEBSITE**

The CSI website should contain:

Links to CSI affiliated Clubs

Current news

Time standards

Meet information

Downloads for meet hosts

Online database of meet results

Membership section

Forms

General education documents and articles

The website must comply with USA Swimming and CSI Privacy Policies.

### **CSI PUBLICATIONS**

**Newsletter** - A copy of the newsletter will be posted on the website with photos of senior swimmers. The swimmer or club must provide the photos to the CSI office before the established deadline.

## **CSI SOFTWARE AND EQUIPMENT**

**Software** - All software purchased for CSI is strictly for the sole use of the Office and Executive Director, Times Coordinator, and our championship state meets, which include Silver State, Seasonal State, Senior, Open Water, and SC and LC State meets.

**Equipment** – CSI maintains certain equipment that is used for CSI sponsored meets.

## **CSI SEAL**

The CSI corporate seal shall be circular in form and shall bear the name of CSI and words and figures denoting its organization under the laws of the State of Colorado and the year thereof; and otherwise shall be in such form as may be required by the laws of the State, the Articles of Incorporation or as shall be approved from time to time by the Board of Directors.

## **CSI LOGO –**

Members must obtain permission from the Executive Director before any use of the CSI logo. The CSI logo may be used for stationery, T-shirts, team uniforms, banners, awards, and similar items. The logo may not be used on products relating to alcohol or tobacco. Reproduction colors for the modified logo are restricted to black, blue, red, white, yellow/gold, and silver. Non-members must obtain permission from the Executive Committee before using the CSI logo. Colorado Swimming, Inc. has the right to use a modification of the USA Swimming logo, bearing within it the USA Swimming logo and utilizing the official name of the LSC. To use the modified USA Swimming/CSI logo, one must obtain CSI Board of Directors approval.

## **GEOGRAPHICAL ZONE BOUNDRIES**

The geographic territory of CSI is the State of Colorado. CSI consists of 5 designated geographic zones which are set forth below. Each zone has one representative to the Board of Directors who shall be elected by their zone. Each zone is expected to hold a summer culminating meet for athletes who reside in that zone. Each zone will set its own format and qualification times. Each zone will create meet information for the zone and adhere to the CSI sanctioning policy.

**Zone 1** - Bounded on the west by the Continental Divide, North by the Colorado-Wyoming-Nebraska state line and east by the Colorado- Nebraska state line and south by an east/west line passing just north of Boulder.

**Zone 2** - Bounded on the west by the Continental Divide, north by an east/west line passing just north of Boulder, east by the Colorado - Kansas state line, and south by an east/west line passing just south of Castle Rock.

**Zone 3** - Bounded on the west by the Continental Divide (includes Monte Vista and Alamosa) north by an east/west line passing just south of the Fort Carson (includes Canon City and Salida) east by the Colorado - Kansas state line, and south by the Colorado - New Mexico state line.

**Zone 4** - Bounded on the east by the Continental Divide (excludes Monte Vista and Alamosa), north by the Colorado -Wyoming state line, west by the Colorado-Utah state line, south by the Colorado-New Mexico state line.

**Zone 5** - Bounded on the west by the Continental Divide, north by an east/west line passing south of Castle Rock, east by the Colorado - Kansas state line, and south by an east/west line passing just south of Fort Carson (excludes Canon City and Salida).

## **BOARD OF DIRECTORS**

**BOD Meeting Schedule** - The Board of Directors meets approximately every two months. Meetings should be rotated through all five zones, if possible. The CSI House of Delegates meeting is held shortly after the USA Swimming business meeting, on the last weekend of September if possible. The House of Delegates meeting location will be chosen by December 31 of the previous year. Suggestions regarding possible meeting locations must be emailed to the Administrative Vice-Chair by December 15 in order to be considered.

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

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

## **BOARD MEMBERS –**

The duties and powers of CSI Board Members are discussed in more detail in the CSI Board of Directors Manual and the CSI Bylaws. Below is the list of the CSI Board Positions:

### **Voting Members**

- General Chair
- Administrative Vice Chair
- Senior Vice Chair
- Age Group Vice Chair
- Diversity Equity and Inclusion Coordinator
- Finance Vice Chair
- Officials Chair
- Safe Sport Chair
- Senior Athlete Representative
- Junior Athlete Representative
- At Large Athlete Representative (3)
- Senior Coach Representative
- Junior Coach Representative
- Secretary
- Treasurer

### **Non-Voting Members**

- Executive Director
- Immediate Past General Chair
- At-Large Non-Athlete Board Members
- Technical Planning Chair
- Club Development Coordinator
- Disability Coordinator
- Geographical Zone Representatives
- Governance Chair
- Operational Risk Coordinator
- Open Water Coordinator
- Seasonal Club Representative
- Seasonal Athlete Representatives
- Times, Records and Top 16 Coordinator

## **DELEGATION TO USAS ANNUAL MEETING**

**CSI follows USA Swimming Corporate Bylaws regarding its delegation to the USAS Annual Meeting.**

**DIVISIONAL ORGANIZATION** - The divisions of CSI shall each be chaired by a Vice Chair, the Senior Athlete Representative, or the Coaches Representative. Their respective powers, duties, jurisdiction and responsibilities are described in Article 6 of the Bylaws. Each separate division consists of officers, committees, and coordinators. The direct responsibilities for each division are as follows:

### **Administrative Division - Administrative Vice Chair**

- Awards Banquet
- Bylaws/Legislation
- Computer Technology
- Equipment
- Elections
- Finance
- Insurance
- Meet Sanctions
- Membership/Registration
- Officials
- Personnel
- Public Relations
- Policies and Procedures
- Program Development
- Safe Sport
- Operational Risk
- Secretary
- Special Events
- Times and Recognition
- Treasurer
- Website

### **Senior Division - Senior Vice Chair**

- Athlete Division
- Awards
- Camps/Clinics
- Diversity, Equity, and Inclusion
- Open Water
- Senior Committee
- Senior Program
- Social Media and Newsletter
- Technical Planning - Senior Division

### **Age Group Division - Age Group Vice Chair**

- Age Group Committee
- Age Group Program
- Age Group Time Standards
- Camps/Clinics
- Disability Swimming
- Team Colorado
- Technical Planning - Age Group Division

### **Athletes Division - Senior Athlete Representative**

- Athletes Committee
- Athlete Representatives

### **Coaches Division – Senior Coach Representative**

- Coaches Committee
- Coaches Education and Communication
- Coach Representatives

## **DUTIES AND POWERS OF CHAIRS, COORDINATORS AND REPRESENTATIVES**

**Athletes Committee Chair** – The Senior Athlete Representative shall chair and have general charge of the business, affairs, and property of the Athletes Committee, which shall be responsible for the publication of an athletes’ newsletter and shall undertake such other activities delegated to it by the Board of Directors or the General Chair.

**Coaches Committee Chair** - The Senior Coach Representative shall chair and have general charge of the business, affairs, and property of the Coaches’ committee, which shall undertake such activities delegated to it by the Board of Directors or the General Chair.

**Disability Coordinator** – The Disability Coordinator shall be the liaison between USA Swimming and CSI to all information and policies, activities, events, and programs involving Disability Swimming. This position will serve as the resource for Disability Swimming within the LSC for Coaches, Member Teams, and Athletes. The Disability Coordinator will also act as the liaison between the US Paralympic Swimming program, The Colorado Special Olympics (Swimming) program and CSI.

**Diversity, Equity, and Inclusion Coordinator** – The DEI Coordinator shall serve as the liaison and resource between USA Swimming and the CSI Board of Directors and CSI Member Clubs on policies and issues of Diversity that impact the sport of swimming in general, USA Swimming and CSI in specific. The DEI Coordinator would assist in the coordination of CSI representative’s attendance to the Western Zone Diversity Camp.

**Geographic Zone Representatives (CSI Zones 1-5)** – The Geographic Zone Representatives shall serve their respective constituents. They will communicate actions of the Board, present concerns, and serve as members of various committees within the Board of Directors.

**Officials Chair** - The Officials Chair shall chair the Officials Committee that is responsible for recruiting, training, certifying, and supervising officials for CSI. The Officials Chair shall be a referee certified by CSI.

**Open Water Coordinator**– The Open Water Coordinator will act as the primary reference resource on Open Water swimming between USA Swimming, CSI Swimming, the CSI Board of Directors, CSI Member Teams, Coaches and Athletes. The Open Water Coordinator will coordinate the Open Water Swimming Program for CSI and can assist with Open Water Events planning for CSI.

**Operational Risk Coordinator** - The Operational Risk Coordinator shall be responsible for coordinating operational risk/safety enhancement and training opportunities as needed, and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches, and officials of CSI. The Operational Risk Coordinator shall develop safety education programs and policies for CSI and make recommendations regarding same, and the implementation thereof, to the Senior Vice Chair, Administrative Vice Chair, and the Board of Directors.

**Safe Sport Chair** - The Safe Sport Chair shall be responsible for the implementation and coordination of, and serve as the CSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Chair shall be a non-athlete member in good standing and shall work with the USA Swimming Safe Sport staff, and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within CSI. The Safe Sport Chair will:

- Serve as the primary contact for CSI to coordinate and oversee the implementation of effective Safe Sport educational programs for all athlete members, their parents, coaches, volunteers, and clubs, as provided by USA Swimming.
- Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority.
- Participate in workshops as provided by USA Swimming, collect, and share information about what USA Swimming and other LSCs are doing to promote Safe Sport policies, and disseminate information on LSC best practices.
- Serve as an information resource for CSI clubs and membership and help to identify and connect them with local educational partners and resources.
- Receive feedback and suggestions on the Safe Sport policies and programs from the CSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
- Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy, and positive environments for all its members.

**Seasonal Club Representative** – The Seasonal Club Representative shall be elected by representatives of seasonal club members at a meeting determined by those members. The Seasonal Club Representative shall serve for a term beginning at the conclusion of their elections of the year in which it takes place. The Seasonal Club Representative shall serve as a liaison between the Seasonal Clubs and Athletes who are members of CSI and the Board of Directors and House of Delegates. The Club Representative can serve two consecutive two-year terms.

**Seasonal Athlete Representative** – The Seasonal Athlete Representative shall be elected by representatives of seasonal club members at a meeting determined by those members. The Seasonal Athlete Representative shall serve for a term beginning at the conclusion of their elections of the year in which it takes place. The Seasonal Athlete Representative shall serve as a liaison between the Seasonal Clubs and Athletes who are members of CSI and the Board of Directors and House of Delegates. The Club Representative can serve two consecutive two-year terms.

**Technical Planning Chair** - The Technical Planning Chair shall chair, and have general charge of the business, affairs, and property of the Technical Planning Committee, which is responsible for long- range planning regarding the swimming programs conducted by CSI, the continuing review and development of the CSI philosophy and for advising other committees and divisions regarding the implementation of that philosophy in

the context of CSI's swimming programs.

## **CSI STAFF**

**Times/Recognition/Records/Top 16 Coordinator** – The TRRT Coordinator (currently a paid position in CSI) is responsible for CSI sponsored meet management and the processing of all meet results for CSI member athletes into the SWIMS Database. The TRRT Coordinator will also be responsible for collecting, recording, and reporting all records achieved by CSI member athletes and recognizing annual records achievements at the CSI Annual Awards Ceremony.

**Executive Director** -The Executive Director (currently a paid position in CSI) will be responsible for the conduct of the daily operations of CSI, including required correspondence, banking duties, CSI sponsored meet management, and custodial care of all CSI records. The Executive Director shall conduct official correspondence, issue meeting and other notices and make such reports to USA Swimming as are required. The Executive Director shall be the custodian of the seal and trademark(s) of CSI, and attest the execution of, and cause the seal to be affixed to, all duly authorized instruments, and shall be the principal receiving and disbursing officer of CSI. Except as otherwise directed by the Finance Committee or the Board of Directors, the Executive Director shall receive all moneys, incomes, fees, and other receipts of CSI and pay bills, salaries, expenses, and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Vice-Chair, the Finance Committee, the Board of Directors, or the House of Delegates, or required to be paid. In general, the Executive Director shall perform the day-to-day duties incident to the corporate treasury function and shall be a member of the Finance Committee but may not be its chair. Executive Director shall serve at the pleasure of the Board of Directors and shall fulfill those duties described in these policies or as assigned by the Board of Directors. The Executive Director shall serve as a non-voting member of the Board of Directors.

**Membership/Registration Coordinator** - The Membership/Registration Coordinator (currently a paid position in CSI) is authorized and obligated to conduct the registration of Group and Individual members and supervise the transmission of registration information to USA Swimming and assist in the preparation of the reports as required by Section 8.6, together with such additional reports as may be requested by USA Swimming, the CSI Board of Directors, the Administrative Vice Chair, or the Finance Committee Chair.

**DUTIES AND POWERS OF COMMITTEE MEMBERSHIP** - The ex-officio members and other designated members of certain standing committees are listed below. The General Chair or the respective division Vice Chair may appoint additional members as deemed appropriate or necessary for any of the following standing committees except the Athletes, Coaches, and the Personnel Committees. Committee members appointed pursuant to the preceding sentence shall hold their appointments at the pleasure of the appointing officer or successor.

**Athletes Committee** – Additional information can be found in Section 7.4.1 of the Colorado Swimming Bylaws. The Chair of the Athletes Committee may appoint additional Athlete members as needed. The Athletes Committee shall serve as the primary forum for identifying and bringing issues of Athlete Member interest and concern to the Board of Directors and House of Delegates for discussion and action. The Athletes Committee is obligated to provide athlete education and to assist in ensuring effective participation in elections of the Athlete Representatives. The Athletes Committee is authorized to conduct such events and activities with and on behalf of the athletes in CSI as the committee may determine necessary or appropriate. The Athlete Representatives may create ad hoc committees as needed to discuss swimming issues of importance to CSI athletes or to fulfill the responsibilities of the Committee.

**Audit Committee** – The members of the Audit Committee shall be the Finance Vice Chair, who shall serve as chair, the Administrative Vice Chair, the Senior Coach Representative, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Audit Committee shall oversee the Annual CSI Audit process pursuant to Article 8 of the CSI Bylaws. The Audit Committee will work with the Finance Committee to assure that all finances of CSI are true and correct to the best of each committee's knowledge and properly represented to the CSI Board of Directors.

**Budget Committee** - The members of the Budget Committee shall be the General Chair, the Finance Vice Chair, who shall serve as chair, the Treasurer, the Administrative Vice Chair, the Program Development Chair, the



Senior Coach Representative, the Age Group Vice Chair, the Senior Vice Chair, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Budget Committee shall be responsible to oversee the development and communication of the annual CSI budgeting process. They will schedule regular planning meetings in accordance with the annual budget process. They will communicate the budget along with regularly scheduled updates to the CSI Board of Directors. The Budget Committee will work in collaboration with the Finance Committee to assure the proper execution of the budget throughout the year.

**Coaches Committee** - The members of the Coaches Committee shall consist of the Coach Representatives, such additional Coach members as may be determined by the Coach Representatives, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Senior Coach Representative shall be the chair of the committee. The Coaches Committee shall coordinate the business affairs of CSI member coaches including holding regularly scheduled meetings of the coaches to discuss and resolve issues related to coaching members of CSI. They will also make recommendations to the CSI Board of Directors on all issues that impact their constituency or to address those items directed by the General Chair or the CSI Board of Directors to their committee.

**Diversity, Equity, and Inclusion Committee** – The members of the DEI Committee shall consist of the DEI Chair, who shall serve as chair, additional members as deemed appropriate, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The purpose of the Committee is to increase diversity, implement equity, and promote inclusion at the team and LSC level. The Committee develops short and long-term projects that will benefit the LSC and its Diversity, Equity, and Inclusion mission. The Committee creates and coordinates community related activities that help promote diversity in the LSC (Diversity Meets, Forums, Summits, Camps, Educational opportunities, Training, etc.). The Committee develops, coordinates and implements strategies, policies and programs that support prospective, new and current LSC membership.

**Finance Committee** - Additional information can be found in the Colorado Swimming Bylaws. The Finance Committee is also authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of CSI's working capital, funded reserves, and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review CSI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for CSI and make recommendations to the Board of Directors.

**Officials Committee** - The members of the Officials Committee shall be the Officials Chair, who shall serve as chair, and at least two other members each of whom shall be a certified officials of CSI in good standing, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for CSI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained, and experienced officials of the highest caliber. The Officials Committee is also authorized and obligated to issue interpretations of the competitive rules for use by officials, coaches and athletes at meets conducted within the territory of CSI. Such interpretations will be issued after consultation with the USA Swimming Rules and Regulations Chair and USA Swimming Officials Chair, as appropriate.

**Personnel Committee** - The members of the Personnel Committee shall be the General Chair, who shall serve as chair, the Administrative Vice Chair, the Finance Vice Chair, and the Senior Athlete Representative. The Personnel Committee is authorized and obligated to negotiate and set wages, compensation, and other terms of employment of CSI's staff (whether employees or independent contractors) within established budgetary guidelines and policies and to review and approve the scope of duties delegated to staff.

**Program Development Committee** – The members of the Program Development Committee shall consist of a sufficient number of athletes appointed to constitute at least twenty percent (20%) of the voting membership of the Committee. This committee is comprised of registered members of CSI and focuses on Education and

Communication. The Administrative Vice Chair is the committee chair.

**Age Group Development Committee-** The members of the Age Group Development Committee shall consist of the Age Group Vice Chair, 14&Under Age Group Coaches representing diverse areas of the state and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The Age Group Committee shall seek knowledge from current 14&Under athletes who shall serve on the committee with voice and no vote. The Age Group Vice Chair or his/her designee will be the chair of this committee.

**Safe Sport Committee** – The members of the Safe Sport Committee shall be the Safe Sport Committee Chair, who shall serve as chair, and at least four additional members; at least one shall be a Coach Member, at least two shall be at-large non-athlete members and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. The purpose of the CSI Safe Sport Committee is to ensure implementation of USA Swimming’s Safe Sport policies, guidelines, educational programs, reporting and adjudication procedures which are intended to help provide as safe, healthy, and positive environment as possible for all USA Swimming members. The

Safe Sport Committee will:

Coordinate and oversee the implementation of effective ongoing education programs for all athlete members, their parents, coaches, volunteers, and local clubs as provided by USA Swimming;

Be the primary contact for the club members in CSI to share information about what USA Swimming and other LSC’s are doing regarding Safe Sport policies and programs; and to collect, develop and disseminate information on LSC best practices.

Serve as an information resource for clubs by, among other things, helping to identify and connect them with local educational partners and resources.

Perform other functions as necessary in the fulfillment of USA Swimming’s continuing efforts to foster safe, healthy, and positive environments for all its members; and

Be available to work on special projects educational programs and assignments as needed.

**Sanctions Committee** – The members of the Sanctions Committee shall include The Sanctions Chair, who shall chair the committee, the Technical Planning Chair, the Officials Chair, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. This Committee is responsible for sanctioning or approving swim meets.

**Technical Planning Committee** - The members of the Technical Planning Committee shall be the Technical Planning Committee Chair, who shall serve as chair, a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee and at least six (6) additional members of whom at least fifty percent (50%) shall be Coach Members. The Athlete Members and the additional members shall be appointed by the General Chair with the advice and consent of the Board of Directors. The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by CSI and for advice regarding the technical aspects of those programs and of the sport of swimming generally. In consultation with the Age Group Committee and the Senior Committee, the Technical Planning Committee shall devise a proposed schedule of CSI sponsored meets and submit to the Board of Directors for approval. Technical Planning will be responsible for the annual evaluation and management of these events. Technical Planning will also conduct an annual scheduling meeting to organize meet bids and create a competitive schedule for Colorado Swimming. The Technical Planning Chair shall coordinate the evaluation, revision, and approval of meet announcements in consultation with the Age Group Vice Chair and Senior Vice Chair and other appropriate CSI officers, chairs and coordinators and shall make recommendations regarding the issuance of sanctions for these meets by the Sanctions Chair and the Administrative Vice Chair.

## **COACH REPRESENTATION**

**Representation** - The CSI bylaws provide for two elected coach representatives to be voting members of the Board of Directors. The coach representatives are full voting members of the CSI Board of Directors and the CSI House of Delegates. CSI is committed to sustaining or increasing this level of coach representation.

**Elections** - The Senior and Junior Coach Representatives are elected by the coaches. The Coach Representatives may create ad hoc committees as needed to discuss issues of importance to CSI coaches or to fulfill the responsibilities of the Committee. One Coach Representative is elected each year to serve a two-year term on the CSI Board of Directors. The newly elected person is the Junior Coach Representative, and the person in his/her second year on the Board of Directors is the Senior Coach Representative. The annual election of a Junior Coach Representative is held during the Coaches meeting at the House of Delegates, or according to the CSI Bylaws. The current Coach Representative determines the manner in which the election of a Junior Coach Representative will be conducted.

**Board of Review** - USA Swimming was organized as the National Governing Body for the sport of swimming under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act (1998), both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and equitable resolution of all disputes involving any of its members. This Article and Part Four of the USA Swimming Rules and Regulations are intended to provide a mechanism for resolving in an orderly and fair way all matters and kinds of disputes that may arise among its members in connection with the sport of swimming.

## **ATHLETE REPRESENTATION**

**Representation** - CSI bylaws provide for athlete representation to be 20% of the voting members on its Board of Directors, all standing committees and on its Board of Review. This level of representation is encouraged for all leagues and all member clubs.

**Elections** - Two (2) Athlete Representatives and one Seasonal are elected each year to serve a two-year term on the CSI Board of Directors (6 athlete representatives). The newly elected swimmers are the Junior Athlete Representatives, and the swimmers in their second year on the Board of Directors are the Senior Athlete Representatives. The athlete representatives are full voting members of the CSI Board of Directors and the CSI House of Delegates. They attend meetings of the Board of Directors and House of Delegates (within the limitations of their academic schedules) and are responsible for representing athletes' views on issues considered at those meetings. In addition, one athlete representative is part of the CSI delegation to the USA Swimming Annual Meeting, as a voting member. The Two (2) Athlete Representatives shall be elected by the House of Delegates or elected by the Board of Directors or appointed by the General Chair with the advice and consent of the Board of Directors. Seasonal Athlete Representatives will be elected at the Seasonal State Championship Meet. At the time of election or appointment each athlete must be:

- athlete members/seasonal athlete members of CSI in good standing
- at least 16 years of age or at least a sophomore in high school except for the seasonal athlete reps
- be currently competing or have competed during the three previous years
- reside in Colorado and expect to reside therein throughout at least the first half of the term of office

Athletes should submit their name to the CSI Governance Committee if they would like to have their name on the ballot at the House of Delegates elections.

## **REGISTRATION AND MEMBERSHIP**

**Membership** - It is required that the following be members of USA Swimming/CSI:

- CSI Board Members
- Standing Committee Chairs
- LSC Member Clubs
- Employees of LSC and Member Clubs
- LSC Member Club Board Members
- Athletes
- Coaches and professionals associated with a Member Club (Swim, strength, mental health, nutrition, etc.)
- Officials

- Meet Directors
- Team Managers
- Chaperones

**Year-Round Clubs** - A Club is a member organization that complies with the CSI Bylaws. A Club must be a Group Member in good standing, shall pay the annual fee (fee schedule), and fill out an annual application form. A Club has three votes at the House of Delegates (one must be an athlete). A Club does not have a vote on the Board of Directors. Clubs can contain all athlete membership types. Clubs can bid on and hold any type of sanctioned or approved meets. CSI encourages each club to have athlete representation in its governance. In order to form a new club (except NCAA teams) the procedures in the new club packet obtained from the USA Swimming website or the CSI Office must be followed.

**Seasonal Clubs** - A Seasonal Club is a member organization that complies with the CSI Bylaws. A Seasonal Club must be a Group Member in good standing, shall pay the annual fee (fee schedule), and fill out an annual application form. A Seasonal Club has three votes at the House Delegates (one must be an athlete); A Seasonal Club does not have a vote on the Board of Directors. Seasonal Clubs may contain year-round, seasonal, athletes. Seasonal Club Year-round athletes may not compete in the Seasonal Championship meet. Seasonal Clubs may bid on and hold any type of sanctioned or approved meets. CSI has two seasons; Season 1 begins on April 1<sup>st</sup> and ends on August 28<sup>th</sup>, Season 2 begins on August 31<sup>st</sup> and ends on December 31<sup>st</sup>. CSI encourages each seasonal club to have athlete representation in its governance. A new Seasonal Club must fill out an application form, have a certified coach, safety officer, athletes, and pay the required fee (fee schedule).

**Athlete Registration** - Registrations of athletes are processed by each individual club then approved by the CSI Registration Coordinator. Athletes who are not associated with a club should complete the appropriate form that can be obtained from the CSI Registration Coordinator. Any athletes who plan not to be associated with a member club of CSI will need to fill out the annual registration form under the Athlete's section of the CSI website. Clubs should process applications electronically (through Team Manager/Team Unify) within 30 days of the athlete starting practices or before participating in any competition. Any team not sending athlete registrations electronically through 3<sup>rd</sup> party vender software with a team of 25 plus swimmers will be charged \$10 per paper form processed. Outreach documents should be emailed with the electronic file to the CSI office.

#### **Athlete Membership Categories and Fees**

**Premium** -USA Swimming registration fee **plus** \$12 CSI registration fee per year. A swimmer joining or renewing their current registration during the period of September 1<sup>st</sup> to December 31<sup>st</sup> of the current year will be registered for the balance of the current year and for the following calendar year.

**Seasonal** - USA Swimming seasonal registration fee plus \$7.00 CSI seasonal registration fee per year (April 1 – August 28). Season 2 (August 31-December 31) Seasonal memberships are not transferable to other LSC's and may not be recognized in other LSC's. Seasonal membership is not valid for the Western Zones meet and above.

**Outreach** - There is no CSI outreach registration fee. CSI seeks to expand the sport of swimming to make it accessible to all prospective athletes. Athletes that qualify for a free or reduced lunch program at school, Medicaid, or CHP + are eligible for this program. Outreach is a year-round classification. They must notify the CSI office if they intend to compete as a seasonal athlete.

**Flex** - USA Swimming registration fee **plus** \$10 CSI registration fee per year. A swimmer joining or renewing their current registration during the period of September 1<sup>st</sup> to December 31<sup>st</sup> of the current year will be registered for the balance of the current year and for the following calendar year. Flex members are only allowed to swim in two (2) competitions within the period stated above and they may not swim in a LSC Championship event or above. Flex members must upgrade to premium status if they plan on swimming more than two (2) competitions or a Championship level meet in a registration period.

**Athlete Transfers** - A swimmer must fill out an electronic transfer form found on swimcolorado.org. when changing from one CSI club to another. If a swimmer is re-registering for the new year, transfer forms are not required. A swimmer who changes clubs must wait 120 days after his/her last competition with the former club before representing the new club in open competition. During the 120 days, if the swimmer participates in USA Swimming competition, he/she must compete as an unattached swimmer. **Athlete Transfer Fee - \$10.00.**

**Non-athlete Membership Categories and Fees - Individual: USA Swimming individual membership fee plus**

**\$12.00 CSI individual membership fee per year. (September 1st current year – December 31st next year.)** Anyone may become a non-athlete member. All non-athlete members are required to pass a background screen conducted through USA Swimming and complete the Athlete Protection Training before they can become a member. At all CSI sanctioned meets, non-athlete members must show their valid credentials to be on deck. All non-athlete registrations can be sent electronically the form on [swimcolorado.org](http://swimcolorado.org). All registrations will be processed and charged to the club via QuickBooks Invoicing System. Invoices will be sent out on the last Monday of the month and are due by the 8th of the following month.

**Coach** – All swim coaches must be registered as a coach member of USA Swimming and must display their valid registration at CSI sanctioned meets. Failure of a USA Swimming club to ensure that all coaches who work for the club at either practices or meets are registered coach members of USA Swimming will invalidate USA Swimming insurance coverage and may be reason enough to revoke the club charter. Coaches must possess current certification per USA Swimming requirements. Coaches are individually responsible for maintaining those certifications during the registration year. At any CSI sanctioned meet, coaches are required to sign in to receive their meet program/heat sheet.

**Official** – Any certified Official must be registered as a nonathlete member of USA Swimming including an Administrative Official. All officials must possess current certification per USA Swimming requirements.

**Other** – Any strength, mental health, nutrition coach, chaperone, team or LSC board members, meet director, CSI board members, standing committee chairs, LSC member clubs, employees of LSC and member club, LSC member club board members, and any other person interacting with athletes on behalf of the member club must possess current certification per USA Swimming requirements.

**Active Life Members** - Life members must be current on all USA Swimming and LSC certifications. A USA Swimming life membership fee is paid one time.

**Club, League, Seasonal Club and Affiliated Group Member Registration** - Club/League memberships are granted to organizations that have athletes and swimmers who actively participate in CSI programs. There is a year-round Club/League registration fee. There is a Seasonal Club registration fee. The club must have a USA Swimming- registered coach and safety officer at the time of application for membership. A club must also have registered swimmer(s). Member Clubs and Leagues are entitled to appoint voting representatives to the CSI House of Delegates, as specified in Section 4.1.1 of the CSI Bylaws.

Affiliated Group memberships are available to other organizations that conduct, support, or promote competitive swimming. The Affiliated group membership will pay an annual registration fee, which increases if registration occurs after December 1<sup>st</sup>. Affiliated Group members are entitled to appoint one voice only representative to the CSI House of Delegates, as specified in Section 4.3.2 of the CSI Bylaws.

**Leagues** - A League is a member organization that complies with 2.1.1D of the CSI bylaws. A member League must be a Group Member in good standing, shall pay the annual fee (fee schedule), and fill out an annual application form. A League has three votes at the House Delegates (one must be an athlete). A League does not have a vote on the Board of Directors. Leagues may apply for a Blanket Sanction to hold closed competition amongst the League Members. CSI encourages each league to have athlete representation in its governance. Each League shall have a written structure for managing their swimming program, finances and leadership that is agreed to by their membership.

## **CORPORATE ORGANIZATION – FEE SCHEDULE**

### **Clubs and Organizations**

**Year-round Club** - USA Swimming club annual membership fee **plus** CSI annual club membership fee . Clubs that attend the annual HOD meeting will receive a \$350 credit per HOD attendance guidelines.

**Seasonal Clubs** - USA Swimming seasonal club membership fee **plus** CSI club seasonal membership fee per season. Season 1 (April 1<sup>st</sup> –August 28<sup>th</sup>), Season 2 (August 31<sup>st</sup>-December 31<sup>st</sup>). Season 2 clubs will pay the USA Swimming membership for each season.

**Leagues/Organizations/Affiliated Group Members** - USA Swimming annual league membership fee **plus** CSI annual league membership fee.

## Sanctions and Approvals

### Clubs:

- Sanction/Approval Fee: (this covers most meets)
  - \$50 -- under 150 swimmers
  - \$100 -- 151-400 swimmers
  - \$150 -- 401-900 swimmers
  - \$200 -- 901 or more swimmers
  - If filed within 45 days of meet start date, will incur \$125 late fee

Surcharge for ALL (except League sanctioned and CSI Sponsored meets) sanctioned meets:

\$1.15 per individual entry

### Organizations:

- League Sanctions: \$200 for up to 8 meets, \$25 for each additional meet beyond 8 violations

**Non-registered Swimmer Fine: \$100 per unregistered swimmer per meet, charged to the team that submitted the entries.**

## CODE OF CONDUCT

**General** - The CSI Bylaws and the USA Swimming Code of Conduct (Article 304 of the USA Swimming Rule Book), provides a clear statement of member responsibilities. The National Board of Review, The US Anti-Doping Agency, and The US Center for Safe Sport has jurisdiction for Article 304 for the USA Swimming Rule Book. All such alleged violations shall be submitted to CSI's General Chair. All other alleged violations shall be reported directly to the Executive Director of USA Swimming who shall promptly initiate an investigation. In addition, Colorado Swimming has adopted the following, to be enforced via article 304 of the USA Swimming Code of Conduct:

- All athletes, coaches, officials, parents, supporters, and spectators shall be treated with respect and dignity, in a fair and appropriate manner
- All members shall have equal opportunity to participate and strive for success in a safe and healthy environment
- All members shall share in the leadership and decision making
- All members shall be dedicated to the proper physical, mental, and emotional development of the athletes
- All members shall promote and encourage the importance of fun, fitness, and safety, as well as the competitive aspects of the sport of swimming
- Any use of Obscene, Racial, Vulgar language, or Verbal Abuse in a boisterous manner to anyone during any official practice or sanctioned event will not be tolerated and will be subject to disciplinary action by the National Board of Review.
- Taunting or Intimidation of Athletes, Coaches, Officials or Spectators by the means of Baiting, Ridiculing, Threatening Physical Violence at any official practice or sanctioned event will not be tolerated and will be subject to disciplinary action by the National Board of Review

**Code of Conduct for Athletes** - Each athlete must sign and date a copy of the swimmer code of conduct before participating in events where he or she represents CSI (for example the Western Zone Championships and any other All-Star meet). If the athlete is under 18 years of age, the athlete's parent or guardian must also sign and date this code of conduct. The CSI Board of Directors recommends that all clubs adopt a similar code of conduct for all athletes as a condition of membership in the club.

**I.** The following provisions pertain to all registered CSI athletes at practices, meets, camps, meetings, and clinics in or outside the State of Colorado.

- A. Athletes shall exhibit good sportsmanship, in and out of the pool.
  - B. Athletes shall follow rules; attend practices, competitions, and team events; and abide by the curfews and instructions as deemed appropriate by coaches, officials, and administrators.
  - C. Athletes shall show respect for all property. (i.e., Vandalism, Theft, Defacement of Property will not be tolerated)
  - D. Athletes shall behave in a responsible manner, and are prohibited from possessing or using alcohol, tobacco, illegal drugs, weapons, and banned substances as listed by World Anti-Drug Agency.
- II.** Failure to comply with this Code will result in any or all disciplinary actions and the appropriate report needs to be filed with CSI General Chair.
- A. An athlete may not be allowed to participate in any or all practices, meets, camp activities, team events, or meetings.
  - B. An athlete may be sent home from the meet or camp.
  - C. An athlete and/or his or her family will be financially responsible for any damage caused by the athlete.
  - D. An athlete may be suspended from membership in USA SWIMMING subject to the National Board of Review.
  - E. An athlete may be required to repay the portion of the trip/camp being subsidized by CSI for any violation of this Code.

**Code of Conduct for Coaches** - Each Coach, as a Non-Athlete Member of USA Swimming, is bound by the Code of Conduct as listed in section 304 of the USA Swimming Rules and Regulations. In addition, coaches must abide by the points listed below. The CSI Board of Directors recommends that clubs adopt a similar code of conduct as a condition of employment with the club.

- I.** The following additions to the Code of Conduct pertain to practices, meets, camps, meetings, and clinics where coaches represent CSI, in or outside the LSC.
- A. Coaches shall follow sound principles of teaching, coaching, training, nutrition, rest, and prevention of injuries when planning practices, camps, and while coaching at meets.
  - B. Coaches shall provide and exhibit appropriate communication and motivation to encourage optimal performances and participation by the athletes.
  - C. Coaches shall display responsible actions and attitudes, follow rules, and encourage the same actions and attitudes in their athletes.
  - D. Coaches shall treat all athletes and officials fairly and with respect.
  - E. Coaches will not actively solicit athletes to change their present club affiliation.
  - F. Coaches shall behave in a responsible manner, and will refrain from using any alcohol, tobacco, or illegal substances while acting in any official capacity with athletes present.
- II.** Failure to comply with any Code of Conduct rule will result in any or all disciplinary actions after filing a complaint with the CSI General Chair.
- A. A coach may not be allowed to participate in any or all practices, meets, camp activities, team events, or meetings.
  - B. A coach may be requested to leave the aquatic facility and/or lodging for the duration of the event.
  - C. A coach will be financially responsible for any damage caused by him or her.
  - D. A coach may be suspended from USA SWIMMING subject to the National Board of Review.

**Code of Conduct for Officials and Administrators** - Each Non-Athlete Members of USA Swimming is bound by the Code of Conduct, as listed in section 304 of the USA Swimming Rules and Regulations. In addition, non-Athlete members must abide by the points listed below.

- I.** The following Code pertains to practices, meets, camps, meetings, and clinics where officials and administrators represent CSI, in or outside the LSC.
- A. Officials and administrators shall strive to insure a safe and healthy environment for all members of CSI,

especially the athletes.

- B. Officials and administrators shall consistently, accurately, and equitably apply rules, regulations, and codes of USA SWIMMING and CSI, and shall educate all members in the necessity of such.
  - C. Officials and administrators shall act responsibly and respectfully toward all participants (including athletes, coaches, parents, and spectators) at events, meetings, clinics, and competitions.
  - D. Officials and administrators shall make every effort to make meetings, competitions, events, and camps run efficiently so that participants can benefit from the sport of swimming.
  - E. Officials and administrators shall behave in a responsible manner, and will refrain from using any alcohol, tobacco, or illegal substances while acting in any official capacity with athletes present.
- II. Failure to comply with any Code of Conduct rule will result in any or all of these disciplinary actions after filing a complaint with the CSI General Chair.
- A. An official or administrator may not be allowed to participate in any or all practices, meets, camp activities, or meetings.
  - B. An official may be requested to leave the aquatic facility and/or lodging, meeting, or camp for the duration of the event.
  - C. An official or administrator is financially responsible for any damage caused by him or her.
  - D. An official may be suspended from USA SWIMMING subject to the National Board of Review.

**Code of Conduct for Non-Members** - Non-Members must abide by the same Code of Conduct as coaches, and other non-athlete members at any practice meet or official CSI sponsored event. Failure to comply will result in removal from the venue and possible ban from future CSI sponsored events.

The above CSI code of conduct statements will be available at all CSI sponsored venues and events.

## **COMPETITIVE OPPORTUNITIES CAMPS & RECOGNITION**

**COMPETITIVE OPPORTUNITIES** - CSI seeks to promote and offer a range of competitive opportunities for athletes of all ages and abilities. The LSC sanctions meets offered and hosted by member clubs and organizations and conducts CSI sponsored meets on an annual basis.

### **Age-Group Meets**

- **Age groups** - Examples of age groups in Colorado are 8 & under, 10 & under, 11-12, 13-14, and 15-18, and Open. Separate events are conducted for boys and girls or can be combined. Meet directors are encouraged to follow the standard age groups and open events. If combined age groups are specified, then a definitive statement on scoring (all age groups will be split out for scoring, or no age group scoring will be split out) must be stated.
- **Time standards** - CSI allows individual meet hosts to use time standards of their choice to aid in meet management.
- **Meet formats** - CSI encourages variety in meet formats. For example, the meet host may elect to conduct an age-group meet using some combination of time standards in one session, and a senior or senior developmental meet in another session. A club may also choose to conduct a specialty meet such as a pentathlon, relay meet, sprint meet, or distance meet.

### **Senior Meets**

- **Eligibility** - Senior meets are designed for swimmers who are striving to achieve qualifying times for national-level competition. There are no age-group categories in these meets; any swimmer who has equaled or bettered the time standards for the meet may compete unless otherwise stated in the meet information.
- **Time standards** - CSI does not established time standards for senior meets; therefore, the meet host should propose time standards at the time that bids to host a meet are submitted (no later than the time a sanction or approval is requested).



- **Meet formats** - Senior meets may be conducted using a timed-finals or prelims-finals or sprint-eliminator meet format, although a prelims-finals format is preferred whenever possible. When a prelims-finals format is used, the meet host should consider conducting championship, consolation, and bonus final heats in each event to permit as many swimmers as possible to experience swimming in “finals.” Because many swimmers in senior meets are attempting to qualify for junior national, senior national, or trials class meets, the meet host should consider permitting time trials so that swimmers have additional opportunities to achieve qualifying times.

**Open-Water/Long Distance Meets** - CSI encourages clubs to host open-water swimming events in Colorado's lakes. Open-water competitions often include both USA Swimming and USMS (masters) events. Guidelines for planning and conducting open-water events are available from U.S. Swimming, 1 Olympic Plaza, Colorado Springs, CO 80909. CSI sanctions meets that are specifically for long distance swimming. Events do not have to be the standard distance events but could include distances such as 8 & Under 500y Free, 9-10 1000y Free, 11-12 2000y Free, 13-18 3000y free, and Open 5000y Free.

**Inclusion of Swimmers with a Disability** - Meet hosts, in consultation with the Meet Referee, shall include swimmers with a disability in CSI meets. Some common-sense options for inclusion are permitting the swimmer to: (a) compete without having achieved the time standards; (b) swim a shorter distance of a longer race, e.g., swim a 100y free while other competitors swim a 200y free; (c) compete with swimmers in a younger age group; or (d) swim in Time Trials. Hosts of B/C or mini meets may include special 25 yard/meter events for swimmers with a disability.

## MEET SCHEDULING AND AWARDED BIDS

**Meet Progression Philosophy** - Meet formats specify the eligibility of swimmers to participate in a meet by identifying the age groups and time standards to be used at the meet. In addition, the meet format specifies whether events are to be conducted on a timed-final, prelims-finals basis, or some other meet format.

**Meet Scheduling Philosophy** - The Meet Scheduling meeting formalizes the scheduling/bidding process by developing a schedule of age-group, senior, championship, and open-water competitions for the winter and summer seasons up to two years ahead. This meeting generally occurs every Spring. The meeting is guided by the following principles:

- Swimmers at all ability levels should have ample opportunities to compete in a variety of events appropriate for their age and ability levels.
- The CSI meet schedule should facilitate the achievement of national meet time standards and national team selection criteria
- Swimmers and their parents are more likely to enjoy the sport and continue their participation if they have opportunities to compete in a variety of interesting meet formats and venues
- To facilitate participation by swimmers and their parents, meet formats should be designed so that meet sessions will conclude within a four-hour time-period for timed finals meets, and within an eight-hour time-period for prelims-finals meets. When designing the meet schedule, the scheduling meeting shall consider the dates of the Western Zone meet, USA SWIMMING championship meets, CHSAA State meets, and the USA SWIMMING Annual Meeting.

**Meet Scheduling Process** - The date and location for the annual scheduling meeting will be distributed to all CSI clubs along with a Meet Bid Sheets (also posted on the web site.) Bid sheets should be sent to the CSI Office prior to the meeting but will also be accepted at the scheduling meeting. Bids will be solicited for up to two years.

- Clubs may bid on multiple meets, and two or more clubs may submit a bid to co-host a meet
- Meet dates may be rejected if another meet is in the same geographic zone on the same date. Dates may be rejected if they conflict with any CSI Sponsored event (see section on CSI Sponsored meets).
- Meets not scheduled at the Scheduling Meeting must be approved by the Sanctions Committee. Change of dates must also be approved by the Sanctions Committee.

## **CSI State Meets: 14 & Under SCY AG State, LCM 12 & U State, and 13 & O LCM State**

1. Protected Weekend from competing format
2. LSC arranged Officials- Meet Ref, AR, Team Lead in coordination with host team
3. Arranged/Hired by LSC: Meet Management, Console, Finals Announcer
4. Bid by LSC- LSC writes meet information
5. Entry Chair provided by LSC
6. Awards will be ordered by the LSC.

## **CSI Sponsored Meets – CSI conducts the CSI SCY Open (Dec.), SCY Senior Meet, DEI SCY Winter Meet\*, Short Course Silver State\*\*, CSI LCM Open, CSI Open Water Championships\*\*\*, & Seasonal Championship.**

1. Protected Weekend from competing format
2. LSC arranged Officials- Meet Ref, AR, Team Lead (TF- Just Meet Ref) in coordination with host team.
3. Approved/Arranged by LSC= Meet Management, Console, Finals Announcer
4. Bid by LSC- LSC writes meet information
5. Entry Chair provided by LSC (\*\*\*Open Water entries handled by host club)
6. \*DEI & Silver State will not be a protected weekend
7. \*\*Silver State will not be a protected weekend and will have awards ordered by the LSC

All meets that are allowed on a protected weekend must include and enforce this statement (except otherwise approved by Technical Planning):

A swimmer who has achieved a \_\_ (Name of meet) \_\_ Meet Qualifying Time for an event may not enter in that event at the non-compete meet.

### **Protected Meet-Non-Compete Format Definition**

1. Criteria for determining Non-Compete Format:
  - a. PRIMARY: Competes for athletes' same qualification time range.
  - b. SECONDARY: Same course
  - c. SECONDARY: Same Format- Prelim/Final vs Timed Final
2. Qualification Time exception may be considered by technical planning for meet hosts.

## **Effective in 2024, CSI hosts must be Safe Sport recognition certified to host CSI Sponsored Meets.**

**Bid Process** - The Meet Bid Form and instructions will be distributed to all CSI clubs and posted on the web site. The form can be used to submit bids for all CSI sponsored meets. Bids should be submitted prior to the meeting. The Long Course Championships will be selected from the following four facilities: Veterans Memorial Aquatic Center (VMAC), Air Force Academy, Fort Collins (EPIC), Arvada Aquatic Center, and Grand Junction (Lincoln Park/MESA). This may change if new facilities meet the current pool standards to host a LC Championship meet. The VMAC pool will host the 13 & Over meet, while the 12 & Under Meet will be hosted on a 4-year rotation between EPIC, the Air Force Academy, Arvada Aquatic Center, and Grand Junction pending facility and host club suitability as defined by Colorado Swimming Board of Directors and Technical Planning Committee.

### **Bid Process for CSI State Meet & CSI Sponsored Meets**

- Bids will be solicited for up to two years in advance.
- Clubs may bid on multiple meets, and two or more clubs may submit a bid to co-host a meet.
- Meet bid forms shall be submitted no later than April 1.
- Bidding clubs should be present at the scheduling meeting to promote their bid and answer any questions that may arise.

### **Awarding Meets** - CSI Sponsored Meets shall be awarded to host clubs by the Technical Planning Committee.

- When two or more clubs are interested in hosting the same meet, priority is given to the specifications listed on the bid sheet.
- Potential Meet Hosts accept that these meets are CSI's responsibility and will be run according to CSI's design and the meet will be managed by CSI personnel.

**Meet Agreement** - Each club that has been awarded a meet will be required to sign and return a “Meet Agreement” to host that meet. This agreement describes the club’s obligation to host the specified meet format on the specified dates and at the named facility. The agreement will also remind clubs of their obligation to observe CSI and USA Swimming rules, as well as the conditions of the published meet announcement. A club that fails to fulfill the provisions of the agreement is subject to loss of privilege in the next year’s bidding process and/or appropriate disciplinary action.

**Time Trials** - Time Trials must carry a separate sanction number. If Time Trials are applied for that the same time as the meet no additional fee is due. A fee will be required if applied for later (fee list). Time Trial sanction will not be awarded after the sanction meet has started. Meet information must state that Time Trials will be held and contain the following information:

- Maximum number events a swimmer may enter.
- Whether or not swimmers must be entered in the meet to be eligible to swim the time trials.
- Entry fee.

Time Trials conducted under a blanket sanction must be open to all qualified members of the organization that obtained the sanction.

**Swim-A-Thons** - All Swim-a-thon events are held under the exclusive jurisdiction of USA Swimming and must conform to rules and regulations established by USA Swimming. The participants may or may not be members of USA Swimming. Each LSC is responsible for the monitoring of each Swim-a-thon event held within its geographical boundaries, including the taking of any action pursuant to the provisions of Article 401 as may be necessary to discipline any violation of USA Swimming rules and regulations. Clubs should contact USA Swimming for Swim-a-thon packets at 719-866-4578.

**Meet Information** - Meet information of currently scheduled meets listed on the CSI Meet Schedule can often be found on the CSI website once sanction numbers have been issued.

**CSI MEET SANCTIONS AND APPROVALS** - The Sanctions Chair (or Sanctions Committee) is responsible for sanctioning or approving swimming competition, clinics, camps, and entertainment involving competitive swimming within its geographical boundaries. Approval for a meet to be a National Officials certification meet is handled by the CSI Officials Chair (See the Officials Section).

- **Sanctioned Meets** - Sanctions may only be issued to USA Swimming group members or LSCs and their subdivisions. Please refer to USA Swimming Rules and Regulations for sanction requirements and for conditions of sanction.
- **Approved Meets** - Approvals may be issued to either USA Swimming member clubs or LSCs or non-member clubs or organizations for meets conducted in accordance with USA Swimming technical rules. Please refer to USA Swimming Rules and Regulations for approval requirements.
- **Observed meet** - A designated meet conducted by organizations other than USA Swimming member clubs and LSCs using technical rules / an USA Swimming rules and from which swimmers may use their times as USA Swimming qualifying times. Swims are observed by assigned USA Swimming certified officials who have verified the swims complied with USA Swimming rules.

**Sanctioning/Approval Guidelines** - Pursuant to USA Swimming Rules and Regulations, CSI is authorized to issue the sanction or approval for all swimming competition and benefits, exhibitions, clinics, and entertainment involving competitive swimming within its geographical boundaries. Sanctions may only be issued to USA Swimming group members or LSCs and their subdivisions.

Sanctions for both open and closed meets will be issued or withdrawn in accordance with USA Swimming requirements and conditions contained in USA Swimming Rules and Regulations.

The Meet Referee, all officials and Meet Directors must be members in good standing with CSI/USA Swimming and must have approval of the Sanctions Committee if the members are from another LSC.

Approvals may be issued to either USA Swimming member clubs and LSCs or non-member clubs or organizations for meets conducted in accordance with USA Swimming technical rules. Such approvals do not

provide insurance coverage for the non-member host organization or non-USA Swimming members.

Approvals do not provide insurance coverage for participating USA Swimming swimmers or USA Swimming clubs unless accompanied and supervised by one or more of the USA Swimming members club's coaches.

**Approvals** - CSI will issue approvals on a single event basis to cover swim meets, benefits, exhibitions, clinics, or other activities in which USA Swimming registered swimmers may participate.

### **Approval Procedures**

1. The approval may be issued to either USA Swimming member clubs or LSCs, or non-member clubs or organizations for meets conducted in accordance with USA Swimming technical rules. All Open Approvals must be approved by USA Swimming.
2. The approval application, a copy of the meet format must be submitted to the Sanctions Chair.
3. Approval may be withdrawn by the LSC if the competition was not conducted in accordance with the USA Swimming Technical Rules.

Procedures for sanctioning swim meets in Colorado are categorized in terms of open and closed meets. These terms are defined as follows:

**Open competition** - meets that are requested by member clubs, organizations, or nonmember clubs, and approved by the Sanctions Committee or CSI Board of Directors for the annual CSI meet schedule. These meets must be sanctioned or approved by the Sanctions Chair.

**Closed competition** - meets that are requested by member clubs, organizations, or non-member clubs. These meets are open only to a specific group or organization. They must be sanctioned or approved by the Sanctions Chair if USA Swimming insurance is needed, or official times are to be recorded by USA Swimming. This will include all league meets, dual and tri meets, and the CSI Seasonal Championship Meet.

### **Annual Meet Schedule and CSI Calendar – All Meets except League Meets**

1. Submission of Request for Swim Meet Dates:
  - a. Request for swim meet dates will be submitted to the Sanctions Chair, on CSI bid forms, by the date on the bid form. All requests will be in writing. These requests, as well as requests for revisions of scheduled meet dates, will be subject to review and approval by the Sanctions Committee or the CSI Board of Directors.
2. Submission of bids for CSI Sponsored Meets:
  - a. Bids for the CSI sponsored meets will be submitted to the Sanctions Chair on CSI Bid forms, by the date on the bid form. All requests should be on the CSI Bid Application form. Clubs bidding for one of the CSI sponsored meets must have a representative present at the scheduling meeting.
3. Any meet not submitted via a bid form will be added to the calendar when the meet is officially sanctioned.

### **Sanction Application Procedures – Open/Closed Meets (Not League Blanket Meets)**

The sanction application criteria for open/closed meets hosted by USA Swimming member clubs are as follows:

- The meet and date must be on the meet schedule or be approved by the Sanction Committee or the CSI Board of Directors
- A sanction application electronic form and with the meet information uploaded at least forty-five (45) days prior to the date of the meet
- The Meet Referee electronic form sign off must be received within 5 days of the meet information/sanction request submission.
- The host club will be charged based on the submission of the sanction application electronic form. After approval of the meet information, the meet director can download important meet items from the Colorado Swimming Meet Forms page on the website. Sanction of all CSI sponsored meets will be granted through CSI; the host club need not apply for the sanction.
- A complete Hy-Tek Meet Manager Backup Database must be emailed to CSI [times@swimcolorado.org](mailto:times@swimcolorado.org) (or the email address of the current Times Coordinator) by the first business day after the completion of the

meet. The times will not be valid until the meet is processed and upload by the times coordinator.

### **Sanction Application Procedures – Closed Meets/Other**

- For intra-squad, dual, triangular, and similar meets outside of the blanket sanction, all the above requirements are in place for these meets with the exception as the deadline is two (2) weeks prior to the meet.

**Sanction Application Procedures – Blanket League Meets** - The sanction application criteria for blanket/closed/group (league) meets hosted by USA Swimming member clubs are as follows:

- Organizations/Leagues must be a current member in good standing with CSI.
- Organizations/Leagues must submit to the Sanctions Chair, a sanction application, copy of meet schedule (with supporting details), current list of all member clubs, and a check payable to CSI for the sanction fee. The blanket sanction must be renewed each year beginning in January. This should be done at least thirty (30) days prior to the date of the first meet. All meets will need to submit meet information prior to receiving the sanction number for the league blanket meet. All requirements of open meet information must also be in your League blanket meet information.
- Championship/Blanket Invitational: The hosting club or organization must submit a copy of the meet information to the Sanctions Chair not later than 60 days prior to the meet for approval. This meet information must be accompanied with a sanction application signed by the meet referee and a check payable to CSI for the application fee. The sanction number will be given out after all meet information/sanction conditions have been met.
- Only league member clubs may swim under the blanket sanction. All clubs in the league must be CSI registered and all athletes that swim in any blanket sanction meet must be USA Swimming registered and a member of a league club.
- A current list of member clubs should be sent to the Sanctions Chair each year with the meet schedule.

**Sanction Application Procedures – Approved Meets** - CSI will issue approvals on a single event basis to cover swim meets, benefits, exhibitions, clinics, or other activities in which USA Swimming registered swimmers may participate. The procedures for granting approvals are as follows:

- The approval may be issued to either USA Swimming member clubs, and LSC's or non-member clubs or organizations for meets conducted in accordance with USA Swimming technical rules.
- The approval electronic application with uploaded meet information must be submitted forty-five (45) days prior to the meet. The Meet Referee electronic form sign off must be received within 5 days of the meet information/sanction request submission.
- After approval of the meet information, the meet director can download important meet items from the Colorado Swimming Meet Forms page on the website.
- Approval may be withdrawn by the LSC if the competition was not conducted in accordance with the USA Swimming Technical Rules.
- The host club will be charged based on the submission of the sanction application electronic form. After approval of the meet information, the meet director can download important meet items from the Colorado Swimming Meet Forms page on the website. Sanction of all CSI sponsored meets will be granted through CSI; the host club need not apply for the sanction.
- A complete Hy-Tek Meet Manager Backup Database must be emailed to CSI [times@swimcolorado.org](mailto:times@swimcolorado.org) (or the email address of the current Times Coordinator) by the first business day after the completion of the meet. The times will not be valid until the meet is processed and upload by the times coordinator.

If a host club would like to accept deck registrations, there is a swimmer registration electronic form on the website. If the swimmer is not registered by the time post meet recon is run, the club will be charged the \$100 unregistered swimmer fee per swimmer. If the swimmer is already registered but can't prove it during the event, they will be charged the current years USA Swimming Registration Fee. Monies will be refunded when USA registration is proven.

**Meet Information** - In all cases meet information shall not be distributed without a sanction number.

**After Sanction or Approval** - Within one week after having received the sanction, the electronic meet information and the Events for Team Manager export file must be sent to the Sanction Chair for posting.

**Meet Registration reconciliation for all meets** - Unregistered athletes will not be eligible to compete in sanctioned meets. Entries of unregistered athletes will be subject to fines as outlined in the sanctioned Meet Announcement and/or as outlined in the CSI Policies and Procedures section on fines and penalties (per USA swimming rules).

Registration check is mandatory for all teams hosting meets. After entries are in Meet Manager you must send a registration check to the CSI Office, this must be done **no later than the Tuesday before the meet**. Failure to do this may include penalties and loss of future sanctions.

In Meet Manager under file go to export, click on USS Registration, it will say export finished, click ok, email the file to the Sanctions Chair at [csiswimoffice@swimcolorado.org](mailto:csiswimoffice@swimcolorado.org)

Host team and CSI clubs will receive a report back with the exceptions, you will need to contact any of the clubs not from Colorado with exceptions and let them know they need to get their swimmers registered or correct their swimmer's information. Penalties will be assessed to clubs with unregistered swimmers.

In all cases, if deck entries are allowed, proof of registration must be provided with the deck entry.

### **Post-meet Filing Requirements**

The following needs to be submitted after the conclusion of the meet and after all protests have been resolved:

- A Meet Manager Backup Database emailed to [CSItimes@swimcolorado.org](mailto:CSItimes@swimcolorado.org) or the email address of the current Times Coordinator by the first business day after the completion of the meet.
- Relays must be submitted with all athletes declared.
  - Any Report of Occurrence must be submitted via the online form and forwarded to the CSI Operational Risk Chair and copies sent to all parties involved.
  - Per USA Swimming rules the financial report needs to be filed within 45 days of the completion of the competition.
- Failure to comply with the required post meet requirements may result in possible denial of future sanctions.

### **VIOLATION OF SANCTION - What constitutes a violation? Not abiding by the meet information -**

Including but not limited to:

- Change in meet schedule without written notification by the entry deadline of the attending clubs and the approval of sanctions committee. The meet schedule can be modified during the meet by a vote of the attending coaches.
- Allow exhibition swimming when no exhibition swimming is specified in the meet information.
- Not issuing the awards specified in the meet information.
- Failure to enforce CSI warm-up procedure.
- Failure to pay required surcharge fee.
- Allowing teams not listed in the group/league/dual tri meet to compete (Closed competition)
- Not following LSC procedures regarding sanctioning.
- If you add a team after it has been sanctioned, you must contact the sanctions chair.
- If an entry cap is specified and a 12 & under session violates the planned four-hour rule.

### **Violating USA Swimming Rules and Regulations** - Including but not limited to:

- Violation of the planned four-hour rule for a 12 & under session
- Total Failure to enforce the stroke and turn rules

- LSC Required minimum number of Certified Officials and Marshals
- For all meets except dual meets the minimum required number of officials as recommended by USA Swimming Rules and Regulations.
- For dual meets see USA Swimming Rules and Regulations.
- Per USA Swimming rules the financial report needs to be filed within 45 days of the completion of the competition.

## **Penalties**

1<sup>st</sup> Offense - Warning Letter stating how you violated the sanctioning rules.

2<sup>nd</sup> Offense - Warning Letter stating how you violated the sanctioning rules AND a monetary fine assessed by the CSI BOD \$250.00.

3<sup>rd</sup> Offense - Loss of future sanctions and a monetary fine (\$500) to be set by the CSI BOD and probation which includes but is not limited to:

- meet host training, using a non-host club senior CSI official as the Meet Referee or CSI senior official in an advisory capacity.
- Loss of sanctioning for the next season whether it be short course or long course.

## **Penalties for a 4 Hour Rule Violation**

1<sup>st</sup> Offense: Warning Letter stating how club violated Sanction or Meet Conduct Rules

- A Monetary Fine of \$250 for 1<sup>st</sup> violation.
- Required Educational Session between the club the sanctioning committee to review violation.

2<sup>nd</sup> Offense (within a three-year period)

- A Monetary Fine of a minimum of \$500 including percentage outline below.
- Violations specific to 4-hour rule violation: a corresponding percentage of the individual entry fees generated by the session extending beyond 4 hours for 12& Under Swimmers (as calculated by time) will be owed to the LSC to be deposited exclusively into the athlete re-imbursement fund. (Example= 5-hour session would require 20% of the individual entry fees from that session penalty)

3<sup>rd</sup> Offense (within a three-year period)

- Loss of future sanctions for a minimum of one calendar year.
- A Monetary Fine of a minimum of \$1000 including percentage outline below.
- Violations specific to 4-hour rule violation: a corresponding percentage of the individual entry fees generated by the session extending beyond 4 hours for 12& Under Swimmers (as calculated by time) will be owed to the LSC to be deposited exclusively into the athlete re-imbursement fund. (Example= 5-hour session would require 20% of the individual entry fees from that session penalty)
- Probation which may include but not limited to: meet host training, being assigned a non-host club senior official as Meet Referee, CSI Senior Official in an advisory capacity, and or other remedies to be determined by the situation.

**Facilities** - All facilities must comply with Article 103 of the USA Swimming Rules and Regulations.

## **CSI SPONSORED MEETS -**

**Scottie Aschermann Seasonal Championship Meet Eligibility** - Only Seasonal Registered Athletes are eligible to compete in the CSI Seasonal Championship Meet.

**CSI sponsored meet, timing assignments** – Notification of Lane Assignments for timing will be sent to each club, posted on the Colorado Swimming Website, and posted at the competition pool. Teams that have at least 6 athletes in a session may be given a Timing assignment.

**Meet Computer Operator** - It is recommended that the Meet Computer Operator be a certified administrative official. (At State Championship meets the meet computer operator must be a certified administrative official).

## **CSI TIME STANDARDS**

The time standards used in CSI championship meets are unique to Colorado. CSI time standards are adjusted annually to reflect the anticipated number of swimmers in each ability level. Time standards are generated for all CSI sponsored meets by the Technical Planning Committee. Qualification times for Silver State, Senior Meet and Age Group State will be published by the House of Delegates meeting. The LC State and Seasonal State meet will be released by the April Scheduling meeting. The CSI time standards for the current year are available on the CSI web site, and available by request from the CSI Office.

**CSI Time Standards Calculation** - Time Standards shall be calculated using the following data. For each Time Standard the following base course will be used:

- CSI SCY Championships will use Short Course Yards as base calculation for the 14 & Under Age Group State, Silver State, Senior Meet.
- CSI LCM Championship meets will use Long Course Meter as base calculation for LSC championships.
- Seasonal Championships will use Short Course Meters

Meet Qualification Times will be determined according to the participation of the prior year's meet.

- If the number of entrants is less than 80% of the goal participation number, then the qual times will be slowed by adding .5 per 50 and averaging that time with the prior year's qualifying standard.
- .
- If the number of entrants is more than 5% above the goal participation, the prior year's qualifying standard will be averaged with the "x" place seed time to create the following year's qualifying time.
- Goal participation will vary by meet and may vary by event. It is to be determined by the Technical Planning Committee.
- "x" place seed time will vary by meet. It is to be determined by the Technical Planning Committee.
  - The hundredth place of this number is then rounded to 9 and that becomes the current years' time for that course. It should be noted that, since for each course the published time has had its hundredths, place rounded up to 9, it also means that the published times do not convert exactly to each other.
  - Non-conforming courses will be adjusted accordingly.

In all situations, the Technical Planning Committee reserves the right to adjust these formulas to accommodate for anticipated changes in participation due to changes in format, facility, meet location, meet date or any other influencing factors.

## **OFFICIALS PROCEDURES**

**Operating Procedures of the Officials Committee** - Officials Committee. The Officials Committee shall consist of the Officials Chairperson, the current Zone Chairs, Officials Coordinator, and one athlete representative. The CSI Officials Committee meetings shall be held as necessary. The meetings are open to all USA Swimming certified officials. The Officials Chair shall appoint:

- Clinic Instructors
- Certification Certifiers
- Zone Officials Chairs
- Officials Coordinator
- Other Assistants



Ad Hoc committees may be appointed by the Officials Chairperson to address specific issues as the need arises. USA Swimming Workshops and Clinics. USA Swimming typically hosts an LSC Officials Chair's Workshop and an Officials Clinic each year. Budget permitting, CSI offers financial support to the CSI officials who participate in these workshops and clinics. Attendees shall be selected by the Officials Chair with the advice and guidance of the Officials Committee. The selection criteria may include: (a) the official's level of certification, with preference given to Meet Referees, then Starters, then Chief Judges, then Stroke & Turn Judges; (b) active involvement on the CSI Officials Committee; and (c) active involvement in the supervision and/or training of officials.

**Certification, Re-Certification, De-Certification and Renewal Procedures** - Anyone desiring to become a USA Swimming certified official must complete the following four steps:

1. USA Swimming registration - USA Swimming non-athlete registration is required of all USA Swimming officials. The application form may be obtained from the CSI Registration Chair or the CSI website.
2. Level 2 Background Check - All non-athlete registrants desiring to work as an official must pass a Level 2 Background Check. This is done through the USA Swimming website portal. This must be completed by the time the trainee has completed on deck training.
3. Athlete Protection Training (APT) Course - All non-athlete registrants desiring to work as an official must complete the APT Course. This is done through the USA Swimming website portal. This APT Course must be completed within sixty (60) days of the clinic date.
4. Concussion Protocol Training Course - All non-athlete registrants desiring to work as an official must complete a concussion protocol training course and provide the completion certificate to the Executive Director for entry into SWIMS. The courses shall be those available from either the Center for Disease Control and Prevention (CDC) or the National Federation of State High School Associations (NFHS).

**Levels of certification** – USA Swimming currently certifies Swimming officials at five levels: Stroke & Turn Judge, Chief Judge, Starter, Referee, and Administrative Official.

USA Swimming Officials webpage outlines the Education & Training, Evaluation & Certification, as well as Renewal requirements.

**De-Certification** - First and foremost, de-certification does not remove membership in USA Swimming. However, de-certification may be the basis for a referral to the National Board of Review. There are three categories that have been chosen which should cover all possible matters and issues that could arise. The three categories that de-certification can occur are:

- Professional qualifications.
- Professional misconduct.
- Code of Conduct.

In all cases, the formal complaint process and review by the LSC Officials Committee must take place. In accordance with the established procedures of CSI and USAS the general process is as follows:

Written complaints are received by the LSC Officials Chair. The LSC Officials Committee investigates the complaints. A hearing is scheduled in a timely manner. The LSC Officials Committee makes a decision either to de-certify, forward to the BoR, or dismiss. If the decision is to de-certify or recommend to the BoR a written finding of fact and decision must be done. In the case of de-certification this document must be sent to the person who is being de-certified to allow them to appeal to the BoR.

**Clinics** - Officials training clinics may be held in conjunction with a swim meet or at an independent location. Prior to the planning of any clinic, within the Colorado LSC, the local Zone Officials representative, and the Officials Chair must be notified of, and approve, the date and time of the clinic. This type of clinic is primarily designed to introduce a new skill to apprentice officials, or to enhance the skill level of currently certified

officials. These clinics must be conducted by an authorized instructor-trainer who is either a member of CSI or has been approved by the CSI Officials Chair. The clinic information shall be that currently in use and approved by the Officials Committee. Information concerning the clinic must be included in the meet announcement and posted on the Colorado Swimming website. Clinic opportunities for officials that do not meet the approved criteria are not acceptable to satisfy certification/re-certification requirements. The clinic must be open to any interested party. Due to constraints of time and space, clinics held in conjunction with championship meets may be open only to those officials working at that meet.

Rules interpretation clinics should be conducted at least annually and should be designed to foster discussion among officials concerning interpretation of the rules. This type of clinic should help to foster consistency in the application of the USA SWIMMING Rules and Regulations. Clinics of this type shall be held at different locations across the state to facilitate attendance by as many officials as possible. Communication of rule changes shall also occur at the annual Swimposium and on a continuing basis throughout the year via email communication from the Officials Chair through the officials committee and trainers.

**Duties and Responsibilities of Officials** - The primary responsibility of officials is to officiate USA Swimming sanctioned, approved, and observed meets consistent with current USA Swimming and CSI rules. Some additional duties are described in the following paragraphs:

- Check-in: All officials, including trainee officials, should arrive at the pool before the start of the earliest warm-up for the session(s) at which they will officiate. Officials should report to the Meet Referee, who is responsible for assigning them to specific duties.
- Officials' meetings: Unless excused by the Meet Referee, all officials are responsible for attending officials' meetings or briefings held prior to the meet and/or each session.
- Working with trainee officials: Certified officials should be prepared to assist with the education of trainee officials. Typically, this involves "walking the deck" with the trainee official, explaining one's observations relative to rule violations to the trainee, and informally testing the trainee's knowledge of the rules and their observational skills. Report all observations about the trainee's ability to officiate to the Meet Referee.
- Pre-meet warm-up: It is the responsibility of the Safety Coordinator from the host club(s) to assign enough Marshals to adequately supervise all areas of the competition venue and to ensure that all CSI safety rules are enforced. These Marshals shall be under the direct supervision of the Safety Coordinator or his/her designee at all times. CSI-certified officials may act in the capacity of Marshals at any time. Any infraction of the safety rules shall be brought to the attention of the Meet Referee.
- Warm-up/warm-down pools during competition: These areas are to be supervised at all times by Marshals assigned by the Safety Officer from the host club(s). Any infraction of the safety rules shall be brought to the attention of the Meet Referee.
- Locker Rooms: An appropriate number of Marshals (at least one of each gender) must supervise the locker rooms during meets.
- Observed Meets: Certified officials may be asked to serve as USA Swimming observers at non-CSI meets at which there is a reasonable probability that swimmers will achieve sectional, U.S. Open, junior national, senior national, or trials time standards. CSI requires a minimum of two (2) USA Swimming officials at each observed meet. Four would be recommended but is not required. The observers are responsible for verifying that eligible swims are legal according to relevant USA Swimming technical rules. The procedure followed at observed meets requires the observers to watch every individual swim and only the lead-off swimmer on the 200 Freestyle, 400 Freestyle and 400 Medley relays, unless requested to observe the whole relay as all four swimmers are on the same USA registered swim team. The names of all lead-off swimmers for the relays mentioned above must be verified by the USA Swimming officials. Any USA Swimming infractions are to be noted in a copy of the meet program and communicated to the lead official as directed. Observers should remember that they are guests of the host organization, should make every effort to avoid interference with the

assigned officials and other meet workers, and act in a professional manner at all times. No cheering for a swimmer will be allowed at any time an official is in the role of observation. Officials that are not observing should leave the deck. The CSI officials uniform while observing at CHSAA observed meets shall be the defined LSC Officials Uniform.

**Uniform** - The CSI official's uniform is a white-collared shirt, black pants, shorts, skirts or skorts, black socks, and black deck-friendly shoes. At competitions where the format is a Prelims/Finals setup, for the Finals portion, only black long pants or skirts/skorts are allowed. The dress for Finals may be modified at the discretion of the Meet Referee. At national and national championship level meets, the uniform and credential display procedures may be different. The CSI logo shirt may be ordered from MI Sports and Casuals in Loveland, Colorado.

**National swimming official certification - N2 and N3 certification** is obtained by working at an Officials Qualifying Meet, OQM, which is approved for such certification by the National Officials Chair/Committee. Applicants must be non-athlete members of USA Swimming, must be certified officials within their own LSC and comply with the requirements as outlined by USA Swimming. These meets are requested by CSI's Official Chair after confirmation that the meet will comply with the requirements of the National Officials Chair/Committee. The designation of OQM meets and appointment of the Meet Referee is the responsibility of the LSC Officials Chair.

**MANDATORY WARM-UP PROCEDURES FOR COLORADO SWIMMING, INC.** - Organization for Implementation Meet Safety Committee

**The Meet Safety Committee** - The Meet Safety Committee shall consist of the Meet Referee, Meet Director and the host club Safety Coordinator acting as the Meet Safety Director. This committee shall prepare and implement an action plan to ensure safety is considered during warm-up sessions and swimming competition. The committee shall review the warm-up procedures with the coaches and Marshals monitoring the warm-up sessions.

#### **Coaches**

- Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets
- Coaches shall supervise their swimmers throughout the pre-meet warm-up session
- Coaches shall furnish proof of current membership and current coach requirements. To ensure coach compliance, coaches will be required to sign in and show current information at least once at all Colorado Swimming meets. Not having current requirements will result in the coach not being allowed on deck.

#### **Marshals**

- CSI follows the USA Swimming Meet Marshal Standards and they are incorporated by reference.
- Pre-Meet Warm-up Sessions:
- A minimum of two (one of each gender) Marshals for timed final meets and four for Prelim/Final meets who report to and receive instructions from the Meet Referee, Meet Director and/or Head Marshal, shall be on deck during the entire warm-up. These Marshals shall report to the Meet Safety Committee any unsafe conditions or activities and any disciplinary actions they have taken to enforce safety.
- Marshals shall be clearly identified as Marshals.
- Marshals shall have the authority to remove from the deck, for the remainder of the warm-up session, any swimmer or coach who is in violation of safety guidelines for warm-up.
- Continuous Warm-up/Warm-down Pools:
- Marshals should be encouraged to assist Supervisors of continuous warm-up/warm-down pools

**Supervisors of Continuous Warm-up/Warm-down Pools** - Activities in a continuous warm-up/warm-down pool must be supervised by a safety qualified lifeguard, Marshal, or coach assigned by the Meet Safety

Committee. Lifeguards from the host facility may supervise and enforce warm-up rules as instructed by the Meet Safety Committee. A coach with a USA Swimming Coach Member card can be approved by the Meet Safety Committee to supervise activities at the continuous warm-up/warm-down pool.

**Modification of Warm-up Procedures** - Host clubs may, with the consent of the Meet Safety Committee, modify the time schedule or recommended lane assignments depending on pool configuration, number of swimmers, or other considerations, so long as safety is not compromised. Any such changes shall be announced and posted prominently in the area.

**General Warm-up Period** (first 30-45 minutes of the warm-up session)

- NO DIVING - swimmers must enter the water using the three-point entry method. It is the responsibility of the team coaches to teach this method to the swimmers in their charge.
- All lanes will be used for general warm-up

**Specific Warm-up Period** (last 30-45 minutes of the warm-up session)

<b>Pool Size</b>	<b>Push/pace</b>	<b>Race starts/sprints</b>	<b>General</b>
5 lanes	lanes 1	lanes 2&5	lanes 3&4
6 lanes	lanes 1&6	lanes 2&5	lanes 3&4
8 lanes	lanes 1&8	lanes 2&7	lanes 3-6
10 lanes	lanes 1&10	lanes 2&9	lanes 3-8

Coach supervised push/pace lanes.

Sprint lanes for race starts from blocks or for backstroke starts in specified lanes at designated times.

One Way Starts Only.

NO DIVING - feet first entries only.

**Continuous Warm-up/Warm-down Pools** - Use the same guidelines as the general warm-up period.

## **TEAM COLORADO MEETS**

Western Zone Championship Meet

**Age Group Zone Championship Policies and Colorado Age Group Zone Team** - Zone meets are the highest level of age-group competition conducted by USA SWIMMING. Separate meets are conducted in each of the four zones: Eastern, Central, Southern, and Western. Colorado competes in the Western Zone along with Alaska, Arizona, Central California, Hawaii, Inland Empire, Montana, New Mexico, Oregon, Pacific, Pacific Northwest, San Diego Imperial, Sierra Nevada, Snake River, Southern California, Utah, and Wyoming. This meet is held in August at a long-course facility. All CSI participating swimmers constitute a single Colorado Zone Team; at the meet, the CSI athletes may only represent and earn points for the Colorado Zone Team. Each LSC that participates in the Western Zone Age Group Championship is regulated to a maximum of 80 swimmers. The CSI Age Group Vice Chair(s) is solely responsible for the organization and management of the CSI Zone team. These duties shall include team selection, coach selection, chaperone selection, entry submission to the Western Zone meet and all other meet related items, selection of team uniform, approval of the travel plans arranged by the CSI Age Group Coordinator and enforcement of the code of conduct for all members of the team and staff for the duration of the trip.

**Zone Team Selection Process** - Athletes for the Colorado Zone Team will be chosen using the following tier system by level of priority, based on their qualifications, until the team maximum of 80 swimmers has been reached. For team consideration, Swimmers **MUST** achieve their qualification times **AND** an application for the team **MUST** be submitted no later than the Sunday on/immediately following July 1st. The CSI LC State Championship is not before that date and, therefore, will **NOT** be included in the qualification process. Colorado

Qualification times are calculated by averaging the 8th place finish time for each event from the past Western Zone AG Championship.

### Colorado Zone Team Selection

Tier	Priority Level	Colorado Qual Times	Additional Western Zone Qual Times
Tier 1	1	4	0
	2	3	3
	3	3	2
	4	3	1
	5	2	4
	6	2	3
	7	2	2
Tier 2	8	1	5
	9	1	4
	10	1	3
	11	3	0
	12	2	1
Tier 3	13	2	0
	14	1	2
	15	0	6
	16	0	5
	17	0	4
Tier 4	18	0	3
	19	0	2
	20	0	1

**Application Procedures** - A swimmer who wishes to participate in the Western Zone Championship meet must submit a formal application and applicable deposits to the Zone Team Coordinator, payable to Colorado Swimming, Inc. Swimmers must agree to adhere to the CSI Code of Conduct for Athletes and all rules established by the Zone staff. A packet is sent out to all CSI Clubs and posted on the CSI web site. Deposits will be retained for athletes who make the team. Athletes who do not make the team will have their deposits returned.

**Zone Team Swimmers** - CSI may help to defray the cost of the trip for each swimmer by providing a set subsidy as determined by the annual budget. This amount may be asked to be repaid, to CSI, if the swimmer violates the Athlete's Code of Conduct while on the trip. An **Athlete Code of Conduct agreement** must be signed by each athlete, before traveling with the Zone team. (see CSI Forms Library).

If a swimmer participates at sectionals, he/she can compete in the zone championship meet. There are no restrictions on participating at Zones if a swimmer has participated at sectionals. If a swimmer participates at the US Open or National Championships, he/she cannot compete in the Western Zone Championship meet. A swimmer who participated within the past 18 months in any of the above listed meets as either a relay swimmer or in individual events cannot compete in the Zone meet. An athlete, who has not achieved two (2) or more US Open times and has not swum in a National Championship or the US Open in any capacity, can compete in the Western Zone meet. If a swimmer competes on a relay leg at the US Open or swam on a relay which achieved a US Open relay qualifying time within the previous 18 months, he/she cannot participate in the Western Zone Championship.

If a swimmer has a US Open or National Championship time in any event, they are allowed to compete at the Western Zones meet under certain guidelines. The exact wording passed by the Western Zone House of Delegates is as follows:

- Swimmers may not have participated in an individual event at an U.S. Open or USA Swimming National Championships.
- Any female 13 and over swimmer or male 15 and over swimmer may not have achieved two (2) or more U.S. Open Championship times in an individual event within the 18 months prior to the entry deadline of the current year.
- Any female 13 and over swimmer or male 15 and over swimmer may not participate in any event including relay leg in which a U.S. Open Championship time has been achieved within the 18 months prior to the entry deadline of the current year.

### **Western Zone Age Group Swimming Championship Eligibility:**

A swimmer entered in the meet

- Must be a currently registered USA Swimming athlete
- Must be entered by the LSC on its official entry
- May not have participated in an individual event or relay leg at the US Open or Nationals with the following exceptions:
- May return to the Western Zone Swimming Championship after competing in an individual event at the US Open or Nationals if his/her lifetime best time fails to meet the current time standard for either meet, or
- May return to the Western Zone Swimming Championship after competing in an individual event at the US Open or Nationals if he/she has not swum in either meet during the preceding 18 months

**CSI Age Group Coordinator, Zone Team responsibilities** - For the Colorado Zone trip, the CSI Age Group Coordinator is responsible for processing applications and collecting payments for the Zone team, ordering and distributing the team uniform, arranging team travel, lodging and meals for the duration of the trip and assisting with activities at the meet. The Age Group Coordinator must agree to adhere to the appropriate CSI Code of Conduct and sign the Chaperone's Code of Conduct agreement. The Age Group Coordinator reports to the CSI Age Group Vice Chair(s) and is chosen by the CSI Executive Committee through an application process.

**Zone Team Coordinator** - The Zone Team Coordinator is responsible for processing applications and collecting entry requests for the Zone meet, selecting and distributing the team uniform, arranging lodging in the host city, and assisting with activities at the meet. The Zone team coordinator must agree to adhere to the appropriate CSI Code of Conduct and sign the Chaperone's Code of Conduct agreement. The Zone Team Coordinator is appointed by and reports to the CSI Age Group Vice Chair.

**Zone Team Coaches** - CSI will send the Age Group Chair as head coach plus two assistant coaches per age group, preferable one male and one female, to the Western Zone meet. The Zone team coaches are selected by the Age Group Vice Chair from submitted applications. The head coach determines the roles and responsibilities of the assistant coaches. The Zone team coaches, under the direction of the head coach, are responsible for reviewing and correcting the CSI entries before they are mailed to the host club/LSC and selecting relay teams. During the meet, the team coaches are also responsible for attending all team meetings and providing support, encouragement, and supervision for the swimmers at the pool site.

During the Zone meet and all its related activities, Zone coaches represent CSI rather than their home club. Zone team coaches must agree to sign and adhere to the CSI Code of Conduct for Coaches at all times. A Code of Conduct agreement must be signed by each coach before traveling with the team. Expenses incurred by the Zone coaches that are related to the Zone meet, such as travel, lodging, and meals, are covered under the budget for the Zone Championship.

**Zone Team Chaperones** - Zone Team chaperones are selected by the CSI Age Group Vice Chair(s), from the submitted applications. All expenses related to travel, lodging, and meals incurred by the Zone Team chaperones are covered in the budget for the Zone Championship. A Code of Conduct agreement must be signed by each chaperone before traveling with the team.

**Zone Team Officials** - Two USA Swimming Officials will be selected by the CSI Officials Chair and have their expenses equivalent to, and not over the team expense per athlete, covered by the CSI Zone Team Budget. Those Officials must agree to adhere to the appropriate CSI Code of Conduct, sign the Code of Conduct agreement, and agree to work a minimum of 8 sessions.

### **All Star Championship Meet**

**CSI All Star Team** - The CSI Age Group Vice Chair(s) is/are solely responsible for the organization and management of the All-Star Team. These duties shall include team selection, coach selection, chaperone selection, travel and accommodations, enforcement of the code of conduct, entry submission to the All Star meet and all other meet related items.

**All Star Meets** - CSI supports a 14-under All Star Team which currently participates at the Midwestern All Star Invitational held during the month of January. There may be other competitions in the future where CSI will field a team. Any geographic CSI zone that wants to field an All-Star team must have the approval of the CSI Age Group Vice Chair and Board of Directors.

**All Star Team Selection** - The All-Star team is made up of seventy-two (72) swimmers, 12 male/female from each age group of 10 & Under, 11-12, and 13-14. There are no qualifying times for this meet. Generally, selection is determined using a high point method. The SWIMS database is used to create a list of the top thirty swims for each All-Star event using the Top Times Report in SWIMS. The fastest swimmer on the list is scored with thirty points, twenty-nine to the second and so on. In order to strengthen the possibility of making the squad, placing in the top ten for All Star events as much as possible and as high up as possible increases one's chances of making the team. Letters of invitation are issued via email to the top-twelve male/female swimmers in each age group, as well as five (5) alternates.

**All Star Team Coordinator** - The All-Star Team Coordinator is appointed by and reports to the CSI Age Group Vice Chair. He/she is responsible for processing applications and entries for the All-Star meet, selecting and distributing the team uniform, arranging lodging in the host city, and assisting with activities at the meet. The All-Star Team Coordinator must agree to adhere to the appropriate CSI Code of Conduct and sign the Chaperone's Code of Conduct agreement

**All Star Team Coaches** - Four (4) All Star Team Coaches are selected by the Age Group Vice Chair from applications submitted by interested coaches. The head coach determines the roles and responsibilities of the assistant coaches. The All-Star Team Coaches, under the direction of the head coach, are responsible for reviewing the CSI entries before they are mailed to the host club/LSC and selecting relay teams. During the meet, the team coaches are also responsible for attending all team meetings and providing support, encouragement, and supervision for the swimmers at the pool site.

During the All Star meet and all related activities, All Star coaches represent CSI rather than their home club. All Star team coaches must agree to sign and adhere to the CSI Code of Conduct for Coaches at all times. A Code of Conduct agreement must be signed by each coach before traveling with the team.

**All Star Team Chaperones** - All Star Team chaperones are selected by the CSI Age Group Vice Chair(s) from the submitted applications. All expenses incurred by the chaperones related to travel, lodging, and meals are covered in the budget for the All-Star Meet. A Code of Conduct agreement must be signed by each chaperone before traveling with the team.

**All Star Team Officials** - Two USA Swimming Officials will be selected by the CSI Officials Chair and have their expenses for attending the meet covered by the CSI All Star Team Budget. Those Officials must agree to adhere to the appropriate CSI Code of Conduct, sign the Code of Conduct agreement, and agree to work all sessions of the meet.

### **CSI CAMPS**

**Swimmer Camps** - CSI and USA Swimming offer a variety of camps to help swimmers of all ages and abilities to achieve their competitive goals. Also, each geographic zone within CSI may have various levels of camps.

The Age Group Chair is responsible for USA Swimming's Catch the Spirit Camp; coordinating speakers for the camp both for parent and swimmers, inviting and facilitating participation of CSI swimmers and their parents in addition to selecting coaches from the Colorado coaching body to participate in the camp.

**CSI Sponsored Catch the Spirit Camp** - Presently, CSI supports USA Swimming's Catch the Spirit Camp for 12 & Under swimmers which is held typically on the second Saturday in April. Any geographic CSI zone that wants to hold a CSI Catch the Spirit Camp must have the approval of the Board of Directors.

**Camp Selection for Catch the Spirit Camp** - There are no qualifying times to attend camp. The top 25 individual point scorers from the CSI Short Course State Championship, male and female, from the 10 & Under and 11-12 age groups, and their parents, are invited to attend the Catch the Spirit Camp. Invitations are emailed to each swimmer's team head coach. A group of up to 100 swimmers, 25 male and female from each age group, should comprise the camp. Swimmers participate with in-water skill development sessions, swimming, and performance related speakers, in addition to Team Colorado bonding activities.

**Coaches for Catch the Spirit Camp** - Coaches for camp are selected by the Age Group Chair from submitted applications from the Colorado coaching body. A minimum of four (4) and up to six (6) coaches are selected, allowing two (2) to three (3) coaches for each age group. The Camp coaches, under the direction of the Age Group Chair, are responsible for providing support, encouragement, and supervision of swimmers at the camp site for the duration of the Camp and all related activities. Camp coaches represent CSI rather than their home club and must first agree to, sign and adhere to the CSI Code of Conduct for Coaches at all times during the Camp before they can become part of the Camp coaching staff.

**Age Group Coordinator responsibilities for Catch the Spirit Camp** - The Age Group Coordinator is responsible for arranging the location, planning, and coordinating the distribution of the provided athlete lunch, drinks, and snacks; in addition to assisting with activities at the camp, if needed. The Age Group Coordinator must agree to, sign, and adhere to the appropriate CSI Code of Conduct form.

**Junior National Camp** - Requires a NCSA Junior or a USA Swimming Speedo Junior Championship qualifying time.

**League or CSI Geographic Zone Camps** - The League or Zone sets the selection process or standards.

**CSI Funded Camps** - Requests, including a proposed budget, must be submitted in writing by September 1 of each year. A \$4000 reimbursement limit per camp has been set by the Board of Directors. Approval will be done at the annual budget meeting in September. To receive reimbursement the camp host must submit a financial report and receipts after the completion of the camp.

**Coaches Clinics** - The Coach Representatives are responsible for conducting CSI coaches' clinics. The Coach Representatives are also responsible for suggesting ways in which CSI can collaborate with organizations such as USA Swimming and CHSAA to conduct coach education programs.

**Workshops** - Under the leadership of the Administrative Vice-Chair, CSI conducts LSC workshops annually at the House of Delegates Meeting. This LSC workshop typically consists of club development activities, an official's clinic, a Meet Director's clinic, coach education sessions, and either athlete leadership activities or a swimmer camp. Budget permitting, CSI also sends representatives to workshops conducted by USA Swimming for LSC leadership personnel. Recent workshops have been conducted for LSC General Chairs, Treasurers, Safety Coordinators, Officials Chairs, Coach Representatives, and Age-Group Chairs. Participants at these workshops are expected to share findings and information with CSI.

## **CSI ANNUAL AWARDS**

- Conoco/Phillips 66 Outstanding Service Award (Selected by General Chair)
- Male and Female Athlete of the Year (Points System—The selection of CSI Athlete of the Year shall be decided by the sum total of four values, which will be determined by using USA Swimming Power Ranking points. Point Value #1 – Short Course Yards average the top four swims; Point Value #2 – Top Short



Course Yards swim; Point Value #3 – Long Course Meters average the top four swims; Point Value #4 – Top Long Course Meters swim.

- Seasonal Athlete of the Year (Selected by Seasonal Athletes)
- Disabled Athlete of the Year (Selected by Disability Chair)
- Disabled Emerging Athlete of the Year (Selected by Disability Chair)
- Pat Wall Official of the Year Award (Selected by Officials Committee)
- Senior Coach of the Year (Selected by Coaches)
- Age Group Staff of the Year (Selected by Coaches)
  - The Top three finishing age group staffs (CSI 14 and Under SCY and CSI 12 and Under LCM) for both big team and little team divisions shall be on the nominating ballot for Age Group Staff of the Year
- Seasonal Coach of the Year (Selected by Officials and Seasonal Coaches at the Seasonal Championship meet)

#### **SCHOLARSHIP - Hale Adams Memorial Scholarship (Male) and Janet Kralik Memorial Scholarship (Female)**

- Senior in high school
- Registered CSI Athletes
- At least 3.5 weighted GPA
- Winner named in July

**RECORDS** – The Times & Recognition/Records/Top 16 Coordinator is responsible for maintaining CSI records. All meets results from meets where current CSI-registered swimmers compete should be submitted to the Records Chair for processing into the CSI Team Manager database. From that database, LSC records are maintained. Altitude adjustment of times is not allowed for any CSI sanctioned meet, CSI Records, Top 16 recognition, or National Age Group Records.

**Categories** - For year-round swimmers, CSI maintains LSC records for the 10 & under, 11-12, 13-14, 15-16, and 17-18 age groups in both short course (25 yards) and long course (50 meters) distances. CSI also keeps Open records, which are the fastest times achieved by any CSI-registered swimmer, regardless of age. For seasonal swimmers, CSI maintains records from the Seasonal Championship Meet for 8 & Under, 9-10, 11-12, 13-14, and 15-18 age groups in short course (25 yards), short course meters (25 meters) and long course meters (50 meters). For all records, the age of the athlete as of the first day of the meet applies.

**Requirements** - Only swimmers registered with CSI at the time of their swim are eligible to establish LSC records. CSI records may be established in any sanctioned, approved, or observed meet, including sanctioned or approved Time Trials, and any competition sanctioned by any officially recognized member of the Federation Internationale de Natation Amateur (FINA) (e.g., meets sanctioned by Swim Canada). Records may be established in the initial distance of an individual event or the lead-off leg of a relay if the timing accuracy is sufficient. CSI records must be timed using fully automatic timing devices, manual-electronic timing devices, or three stopwatches.

#### **Recognition –**

Each CSI swimmer who betters an existing CSI record will receive a certificate at the Annual Awards Banquet.

Once preliminary Top 16 lists are distributed, the Top 16 Coordinator verifies that all eligible swims of CSI-registered swimmers have been included before final lists for short course yards and long course meters are published. The Top 16 Coordinator distributes the previous swim year's Top 16 award certificates at the CSI

Annual Awards Banquet.

IMX: Recognize Top 5 single age and gender IMX scores by season with a certificate.

Age Group High Point Winners – Recognize (no certificate) all age group high point winners from both the CSI short course championships (14 and under) and CSI long course championships (14 and under) and the seasonal championship at the Annual Awards banquet.

**National Times Verification Meets** - Swim meets that fall under the observed category require special procedures in order for the times from those meets to be used for CSI and USA Swimming meets. The procedures used follow the National Times Verification (NTV) process. NTV rules are determined by the USA Swimming NTV Committee. The NTV Chair is responsible for the administration of the NTV process in CSI and the interpretation of USA Swimming NTV rules within CSI. Specific duties include: (a) disseminating procedural information about NTVs to swimmers and coaches, (b) ensuring that at least the minimum number of USA Swimming-certified officials are present at meets that have been approved for observation, such as the Colorado high school invites, league championships, and state championship meets, to verify that NTV-eligible swims are legal according to USA Swimming rules, and (c) submitting NTV-eligible meet results to the USA Swimming national database (SWIMS).

An NTV certificate is issued upon request to a swimmer or his/her representative by the LSC NTV Chair. Hosts of national championship meets have access to the USA Swimming national database (SWIMS) for use in verifying entries. Swimmers are encouraged to check the national database meet results to determine if their qualifying swims are already in the SWIMS database. If so, an NTV is not necessary; if not, an NTV should be requested from the LSC NTV Chair in order to minimize check-in problems at the meet.

To be eligible for an observed time to be recorded the athlete should sign up at the observed meet prior to the end of that meet. The athlete must be currently registered or a seasonal athlete who was registered in the last swim season.

## **POLICIES**

### **SAFETY AND INSURANCE POLICY**

CSI is committed to maintaining a safe environment at swim meets and practices. A "safety attitude" is expected of all persons. Swimmers, parents, coaches, meet workers, and volunteers should behave in a sensible manner, observe safety-related rules and procedures, and report suspected hazards or injuries. Accidents must be reported to the CSI Operational Risk Coordinator with a **Report of Occurrence** online form. Email Copies must also be sent to the designated recipients listed on the online form.

**Safety at Swim Practices** - Most accidents that occur at practice sessions can be prevented. Every club should adopt a "safety attitude" and should strive toward accident-free participation by swimmers. Some common safety practices and rules include:

- Active supervision of swimmers in all areas of the facility
- Safety education for swimmers (teach safety rules at practice, publish safety information on team Website, newsletter or handbook, teach and practice the emergency action plan)
- Medical release forms for athletes
- Use of safe warm-up procedures during practices, with starting blocks used only for supervised practice of racing starts (103.2.2)
- Post pool rules and emergency phone numbers (compliance with local and state ordinances)
- Safety equipment (first aid kit, backboard, telephones, reaching pole, and ring buoy) in good working order (compliance with local and state ordinances)

- Regular inspection of facility safety (parking lot, walkways, fencing, entrance ways, office, locker rooms, rest rooms, showers, pool entrance, pool deck, diving boards, pool ladders/steps, starting blocks, guard chairs, pool walls, pool bottom, pool water, water depths, pool lighting, first aid room, and signs and markings) (compliance with local and state ordinances)

Coaches have a special obligation relative to the safety of swimmers. They must encourage safe behavior and must actively supervise swimmers at all practices, meets, and team functions. Coaches should use sound instructional, training, and conditioning principles to help swimmers avoid training-related injuries. Mandated by USA SWIMMING rules, coaches must possess relevant safety training, and should be prepared to provide emergency care in the event of an accident. Perhaps most important, coaches should strive to model the safety behaviors they want swimmers to emulate.

**Safety at Swim Meets (also see CSI Safety Marshal Duties) – CSI follows the USA Swimming Meet Marshal Standards and they are incorporated by reference.** Meet hosts are required to designate an appropriate number of safety marshals who are responsible for supervising the pool area, locker rooms and enforcing warm-up procedures. Marshals will also patrol locker room areas. Marshals will take immediate action if they observe unsafe practices or behaviors (for example, running on the deck, pushing and shoving, smoking, playing in the showers), or if they observe violations of the warm-up procedures (for example, unsafe jumping or diving into the pool during general warm-up). Usually, a short discussion with the offender(s) will be sufficient to solve a problem; however, if necessary, the marshal may refer the situation to the Meet Referee for appropriate action. Note that the Meet Referee is the only official authorized to disqualify individuals for violations of safety rules. The Meet Marshal has jurisdiction to remove any non-member or non-athlete member from the venue for safety violations.

Marshals must be identified by always wearing a florescent orange vest.

**Safety Action Plans and Emergency Action Plans (New Club Development Packet for more details – USA Swimming Web Site) -** All Clubs should have a Safety Action Plan and Emergency Action Plan in place for each facility the club plans to use. New Clubs who apply to become CSI members are required by USA Swimming to submit to the CSI Executive Director a safety action plan for their club. Once submitted, the club's safety action plan is forwarded by the CSI Executive Director to USA Swimming and must be approved by USA Swimming as a condition of club membership. One element of the safety action plan should be a facility emergency action plan for each facility the club plans to use. Accidents and emergencies at aquatic facilities take many forms. The safety action plan must be in coordination with the facilities emergency plan and should include strategies for situations such as:

- Drowning
- Head, neck, or back injuries caused by diving into the pool
- Injuries caused by slipping on the pool deck or in the shower
- Water quality emergencies
- Chemical leaks or spills
- Sunburn or heat exhaustion
- Cuts, scrapes, and abrasions
- Seizures
- Diabetic coma or insulin reaction
- Exercise-induced asthma
- Heart attacks
- Assaults and rapes
- Lightning and weather-related issues

- Power failures
- Homeland security issues
- Evacuation procedures

An emergency action plan consists of the procedures to be followed when accidents or emergencies do occur. Existing facility emergency plans and procedures must be followed. The emergency action plan should include provisions for:

- Caring for the accident victim - the plan should specify the nature of care to be provided and the person(s) responsible for care.
- Supervising other persons in the facility - the plan should specify the conditions under which the pool area evacuated, the procedures for evacuation, and the person(s) responsible for supervision.
- Activating the community's emergency medical system - the plan should specify emergency phone numbers and the location of telephones, as well as the person responsible for notification of the community's emergency medical system.
- Maintaining records of accidents and emergencies - the plan should specify who is responsible for completing accident reports.

Every aquatic facility that your club uses for practices and meets should have an emergency action plan in place. Your club safety coordinator and every member of your coaching staff should be aware of the emergency action plan and should be capable of implementing this plan if an emergency occurs. Members of your coaching staff should practice the emergency procedures, and, when appropriate, should teach swimmers how to follow the emergency action plan.

**Coaches Safety Requirements** - All USA SWIMMING-registered coaches must maintain current certifications in cardiopulmonary resuscitation (CPR, and safety training for swim coaches. A list of currently approved courses is available from USA Swimming ([www.usaswimming.org/coachmember](http://www.usaswimming.org/coachmember)).

**USA SWIMMING Insurance Summary** - Each club registered with USA SWIMMING/CSI is provided with an insurance summary on an annual basis. This is renewed each year when a club's application is renewed. Contact the Member Services Division at the USA SWIMMING national office for additional information about insurance. The address is USA SWIMMING, 1 Olympic Plaza, Colorado Springs, CO 80909, and the phone number is (719) 866-4578. The "Report of [Accident] Occurrence" can be found on the USA SWIMMING website.

## FINANCIAL POLICIES

### General Policies

- The fiscal year shall be from October 1 through September 30
- No bank or investment account shall be established without the authorization of the Board of Directors
- All CSI funds must be received and disbursed by the Corporation
- Members or others who are late in paying their obligations to CSI are to be billed on a thirty-day basis. The CSI Treasurer may refuse additional registrations and/or meet sanctions to those who are in default. If amounts continue past due, the General Chair may take additional action or may refer the matter to the Board of Review for appropriate action.

**Authorizations** - Annually the General Chair shall review and make any recommended changes to the signatory authorities granted by CSI. These authorities cover cash and investment accounts, CSI credit cards and contractual obligations. These recommendations will be presented with the approval of the Finance Committee and the Board of Directors at the first board meeting following House of Delegates elections for approval by the board. These authorizations will apply to CSI's banking accounts, investment cash accounts, investment management accounts,

credit card authorizations and authority to sign contracts. One authorized signature shall be sufficient for any financial transactions with the exception that two signatures be required for any changes to the investment accounts.

### **Reimbursement of Expenses**

- All requests for reimbursement must be presented on the “CSI Reimbursement Request Form” The reimbursement request form must be signed by the individual incurring the expenses with receipts attached and shall be submitted directly to the CSI office in a timely manner.
- Advance payments of expenditures are permitted and must be reported on the reimbursement request form. Excess payments must be refunded to CSI within 15 days following the end of the event.
- CSI will pay up to the defined allowable amounts as set by the Board of Directors. Expenses must be approved by the Finance Committee and/or the Board of Directors.
- Travel/Lodging and per diem expense guidelines:
- Select the most reasonable means of travel
- Travel expenses paid by sponsors and other third parties for staff and Board members shall be paid directly to the Corporation

### **COLORADO SWIMMING REIMBURSEMENTS**

**Athletes** - Athlete Travel Fund Policies - The Finance committee recommends athlete reimbursement policies to the Board of Directors. A COMPLETED REIMBURSEMENT FORM MUST BE FILLED OUT FOR EACH SWIMMER REQUESTING REIMBURSEMENT.

Meets that qualify for funding or At Large Funding based on time swum:

#### **Fall/Spring Season Meets**

TYR Pro Series Meets

USA SCY Jr Nationals

USA LCM Jr Nationals

SCY Nationals

Championship Olympic Trials/World

NCSA Jr Nationals

Western Sectionals (Top 32)

Disability Championships

#### **Summer Season Meets**

TYR Pro Series Meets

Western Sectionals (Top 32)

Futures

US Open

Disability Championships

Open Water National Championships

#### **Deadline for reimbursement**

Fall/Spring Season Meets

April 15<sup>th</sup>

Summer Season meets

September 15<sup>th</sup>

### **Reimbursement Guidelines**

- -Swimmers must swim in **15 individual events**, for the fall/spring season (Sept 1 – April 1<sup>st</sup>)
- -Swimmers must swim in **30 cumulative total events** for the summer reimbursement (Sept 1 – Aug 31<sup>st</sup>).
- -Events must be swum in open sanctioned, open sanctioned invitational, or approved sanctioned meet that collects the swimmer surcharge or Senior Circuit Meet. Prelim/finals or eliminator events count as one.
- High School meets, League meets, i.e., Suburban, Northern Colorado, or meets outside of Colorado DO

## NOT QUALIFY.

- Swimmers must be a registered member of Colorado Swimming, Inc. and have been registered for at least six (6) months prior to reimbursement request.
- Swimmers will be reimbursed for **only one** meet per season \*\*. The swimmer must have achieved a qualifying time in at least one individual event and swum in at least one individual event for which the swimmer was qualified at the meet for which support is being requested. Competition in relay or time trial events does not count as a qualifying swim.
- College swimmers returning to their Colorado Team to train during the summers **will only need to swim 9 events** in any CSI open sanctioned, open sanctioned invitational, or approved sanctioned meet or Senior Circuit meet. The swimmer must have been registered in Colorado and represented a CSI team the preceding year.
- Swimmers **MUST** send in trip expense, (hotel, car, and airfare, and/or team invoices). Any reimbursement request that does not have receipts attached will be notified of missing items.

\*\*Every four (4) years swimmers may be reimbursed for two meets in the summer season (Olympic Trials and another qualified meet/swim such as World Trials).

Moneys will be divided after each season to qualified athletes that request funds. Request for reimbursement after the deadline will be denied. Fall/Spring moneys will be generated from meets held Sept. 1st through April 1st. Summer season moneys will be generated from meets held April 2<sup>nd</sup> through August 31<sup>st</sup>. For National/Trials, USA Junior Championship, Disability and Open Water Championships there will be a \$750 maximum reimbursement. For TYR Series NCSA Junior Nationals, Futures Championships and Sectionals there will be a \$400 maximum reimbursement.

### Fund Allocation in shares:

Table of Qualifying Competitions	Participation	D Final	C Final	B Final	A Final
Western Region Sectionals		1	1	1.5	2
NCSA/TYR Series/Futures	1.5		2	2	2.5
Dec Junior Nationals	2		2.5	2.5	3
Dec Nationals/Summer Juniors	2.5		3	3	3.5
Summer Nationals US Open-Olympic Trials	3		3.5	3.5	4
Disability	2		3	3	4
				9-24 <sup>th</sup>	Top 8
Open Water	2			3	4

**At Large Funding Bid (Option)** - Swimmers who achieve a Futures or higher-level meet qualification performance at a meet outside of Colorado that is not listed in the above criteria, may apply for CSI "at large" funding. This is based on time performed at the meet. Swimmers can still only submit one bid per season.

Futures Qualification Time swum at meet	1 Share
Winter Jr Nationals Qualification Time swum at meet	1.5 Share
Summer Jr Nationals Qualification Time swum at meet	2 Share
US Nationals/US Open- depending on year Qualification Time swum at meet	2.5 Share

### Senior Circuit Funding

Jr National Camp Meet
CSI Senior Meet
CSI LC Open
CSI LC 13 & Over State
Event requirement to receive extra Senior Circuit .5 share
7 Events by March 1 <sup>st</sup>
12 Events total

**Officials Reimbursement for National Meet Travel** - Officials applying for reimbursement for working a national level meet (Sectionals or higher) must be a member in good standing with Colorado Swimming, have worked a minimum of 30 sessions of which 5 sessions may be activities tracked by USA Swimming, at Western Zones or other LSC meets in the 365 days prior to this meet. The reimbursement rate is set each year during the budget cycle. The Official's Chair (with approval of the board) is responsible for proposing the rate during the budget request cycle. If the budget is approved at the House of Delegates, that will be the rate for the current budget year. The default reimbursement is set at \$900 per calendar year. A request form must be submitted to the CSI Office with attached receipts. Intent to apply for reimbursement should be communicated to the Officials Chair by email prior to attending the meet.

Officials that work the Olympic or National Team Selection Trials will be reimbursed \$100.00 per day including the day before and the day after including the day with sessions worked. Officials that work the Paralympic or National Team Selection Trials will be reimbursed \$100.00 per day including the day before and the day after including the day with sessions worked.

**Volunteer Reimbursement Request** - Reimbursement for out-of-pocket expenses is made on those occasions where it is necessary for authorized individuals to spend their own funds. Prior authorization for reimbursement must be given by the Board of Directors or the Chair of the program for the expense. All Requests must be submitted on the Volunteer Reimbursement Request form and sent directly to the CSI Office. The form must include the name of the program or committee to which the expenses will be charged.

**Coaches Reimbursement** - To allow one coach per club to apply for a share of reimbursement equal to that of an athlete's reimbursement for a given meet per the table below.

Winter/Spring		Summer	
Sectionals	1.0	Sectionals	1.0
		Futures Championships	1.5
TYR Pro Series	1.5	TYR Pro Series	1.5
Winter Junior Nationals	2.0	Summer Junior Nationals	2.5
		Open Water Nationals	2.0
Winter Nationals	2.5	Summer Nationals/US Open/ WCT	3.0
		Olympic Trials	\$50/day

1. The applying Coach must be a member in good standing with a CSI Registered Swim Club.
2. The applying Coach or a Coach Representative from the applying Coach's CSI Registered Swim Club must have attended the CSI Coaches' Meeting conducted during the annual House of Delegates meetings the fall of the reimbursement year.
3. The applying Coach must have attended the meet for which he/she applies for reimbursement.
4. The applying Coach must have accompanied at least one athlete representing his/her club at the meet for which the coach applies for reimbursement. Athlete(s) must have competed in at least one (1) individual event at the reimbursable meet. (Judged Disqualifications will count towards

reimbursement. Relay-only athletes and/or Declared False Starts will NOT count towards reimbursement.)

5. For verification purposes, the coach must submit a copy of their flight or hotel receipt (with name and dates) pertaining for the meet requested as well as the name(s) of the athlete(s) representing their club whom they accompanied and well as the event(s) in which the athlete(s) competed. (Send all as attachments.)
6. Clubs may request reimbursement for one (1) Coach per season.
7. Clubs are eligible for an additional travel support for one (1) Coach to attend World Championship Trials or Olympic Trials. Coaches will be funded \$75 per day including the day prior to and the day after the event their swimmer is entered including the day of participation up to a maximum \$400.
8. \$8500 has been budgeted for the Short Course Season and \$6500 has been budgeted for Long Course season.

## **Financial Reports**

The Finance Chair shall prepare and submit an annual financial statement to the Board of Directors and House of Delegates. Quarterly financial statements will also be submitted to the Board of Directors and will include an updated report of the investment cash and management accounts with comparisons to designated national indices.

Financial statements shall consist of a statement of financial position, statement of activity, and budget comparison

## **Investment Practices**

1. Overview - Colorado Swimming, Inc. is a charitable organization organized and operated under section 501 (C) (3) of the Internal Revenue Code and maintains an investment portfolio for the benefit of its members.
2. Purpose - The purpose of this Investment Policy Statement is to assist the Finance Committee of Colorado Swimming, Inc. (“Committee”); or the Investment Committee of Colorado Swimming, Inc. (“Committee”), if this committee is formed as authorized under the Policies and Procedures of Colorado Swimming; in effectively establishing, supervising, monitoring, and evaluating the investments maintained in the portfolio (“The Portfolio”). The Portfolio includes all Colorado Swimming, Inc. financial assets but does not include daily operating funds unless specifically stated otherwise.

The Policy:

- Defines the investment goals and objectives of The Portfolio
- Documents the material facts considered and the process used to arrive at the investment decisions reached
- Establishes an asset allocation and investment management strategy designed to have a high probability of meeting the goals and objectives of The Portfolio
- Establishes a disciplined decision-making process to be followed by the investment advisors in implementing the investment strategies decided upon
- Establishes criteria for evaluating the success of the investment management of The Portfolio
- Documents the procedural prudence followed by the Committee in taking the investment course of action followed. With respect to the investment portion of The Portfolio (referred to as “The Investments”) that is managed by the Investment Advisor (“Advisor”), this statement also establishes a clear understanding between the Committee and the Advisor concerning the investment policies and objectives of Colorado Swimming, Inc. The Advisor will be responsible for overseeing The Investments and compliance with this document with respect to The Investments and making asset allocation recommendations.



### 3. Goals and Objectives

**The Portfolio** - It is the primary goal of Colorado Swimming, Inc. to invest the financial assets of the organization, in excess of the funds needed for current operations, and to provide earnings growth based on a total return consistent with a policy of prudent investment and protection of assets. It is also the policy of the organization to maintain operating funds to provide for liquidity to meet current operating and capital expenditure needs. Consistent with our objectives, The Portfolio should return a market investment return based on investment asset allocation, sector selection and economic conditions.

**The Investments** - The invested assets of Colorado Swimming, Inc. are to be invested and maintained in a balanced investment program through an Investment Management Company (“Advisor”). The primary objective is to provide maximum growth consistent with a policy of prudent investment and protection of assets. Growth will be attained through appreciation of assets, the addition of additional funds when available, and from reinvestment of earnings of the funds.

**The Daily Operating Funds** - The Daily Operating Funds will be comprised of funds to meet the current operating and capital expenditure needs within the next 12 months. The funds will be maintained in checking and savings accounts that minimize bank fees and maximize the potential to earn interest. The accounts will be managed by the Treasurer with all transactions approved by the Finance Vice-Chair. Money Market Funds and Certificates of Deposit may also be used for these funds.

The Committee should meet semi-annually to review the performance of The Investments and determine whether the current invested asset allocation should be rebalanced and review the costs associated with the management of The Portfolio. The Committee may call more frequent meetings if significant concerns arise about the Advisor’s investment strategy or performance of The Investments.

### BUDGET POLICIES

**Timeline for Budget Preparation** - During July and August, the Finance Committee prepares a draft budget with input from appropriate members of the Board of Directors. In September, the budget is submitted to the Board of Directors for consideration and approval. At the annual CSI House of Delegates meeting in October, the budget is submitted to the House of Delegates for acceptance.

**Budget Responsibilities** - The Finance Vice-Chair (with assistance from the Treasurer) will conduct quarterly reviews of income and expenses in relation to assigned budgets. At the end of each quarter, a comparison of the budget to actual expenditures for the year-to-date shall be presented to the Board of Directors. Budget variance requests must be approved by the Board of Directors.

#### Miscellaneous Budget Policies

- The budget approved at the House of Delegates meeting shall not be changed. Budget variances approved during the year shall be clearly noted in financial reports.
- Expenses will not be budgeted to exceed expected revenue for the fiscal year, unless recommended by the Finance Committee, approved by the Board of Directors and final approval by the House of Delegates.

**CSI PRIVACY POLICY** - **Be it resolved that** Colorado Swimming, Inc. shall treat as private and not release, publish, sell, trade, or otherwise distribute in any manner any information collected regarding members of Colorado Swimming, Inc. except for those items listed in the next paragraph. The release of other information shall require written authorization of the member, or in the case a minor athlete, the athlete’s parent(s) or legal guardian(s).

Items which may be released without written authorization: 1) members’ name; 2) member’s age; 3) club affiliation; 4) time and place achieved in an event; and 5) any award and / or honor received by the member 6) contact information for officers, coaches, or officials.

**Be it further resolved** that such policy shall not be interpreted to prohibit the Local Swim Committee (hereinafter “LSC”) from using the information held by Colorado Swimming, Inc. in furtherance of its exempt function. **In no case shall Colorado Swimming, Inc permit the use of member demographic information by third parties.**

**Be it further resolved** that the Policies and Procedures Committee be charged with developing policy and tools which allow Colorado Swimming, Inc. to effectively communicate information and protect privacy of member clubs and individuals.