**⌧ ANDY NIEMANN**  General Chair\*

* **DALE AMMON** Admin Vice Chair\*
* **JIM NICKELL**

Senior Vice Chair\*

* **TRISTAN CROSS**

Age Group Vice Chair\*

* **JILLIAN HAYES**

Finance Vice Chair

* **CARMEN BABCOCK**

Secretary

* **KELSE CURTIS**

Seasonal Rep

* **DAMON GARRISON**

Sr. Coaches Rep\*

* **STEVE HANSON**

Jr. Coaches Rep

* **BEN DUFAUCHARD**
* **SYDNEY TRIMM**

Sr. Athlete Reps

* **KRISTIN HULTGREN**
* **ZOE BARTEL**

Jr. Athlete Reps

* **EMMA DOMINGUEZ**
* **TYLER WILCOX**

Seasonal Athlete Reps

* **BRYAN CARR**

Safety Coordinator

* **SHAWN SMITH**

Technical Planning

* **MIKE DILLI**

Officials Chair\*

Zone Reps

* **RICH LEDUC**  Zone 1
* **JEFF ARMSTRONG** Zone 2
* **HEATHER FLINT** Zone 3
* **GORDON GERSON** Zone 4
* **LUKE SHUMM** Zone 5
* **JACKIE STIFF**

Executive Secretary

* **LINDA SECKINGER**

Records and Times

* **GRANT HOLLICKY**

Open Water Chair

* **ROSE SNYDER**

Club Development

* **CHAR SORENSEN**

Disability Chair

* **ANDREW HARBERGER**

Diversity Chair

* **LINDA SECKINGER**

Past General Chair

* **LINDA EATON**

Safe Sport Chair\*

Meeting Date: May 13, 2017

Location: Old Chicago, Arvada

Call to order 11:12am

Minutes from March meeting M/S/P

Board reports:

General Chair

1. Report attached
2. Moment of silence for Janet Kralik

***Appointment of Carmen Babcock as secretary M/S/P***

Admin Vice Chair

1. Report attached
2. LSC sponsored events need to have backup equipment on hand
3. Allocate CSI owned meet equipment to seasonal
4. “Safety” is now called “Operational Risk” in Policies & Procedures and Bylaws

***CSI to purchase a strobe for starter (~$200-$300) M/S/P***

Senior Vice Chair

Age Group Vice Chair

1. Report attached
2. Bus has been booked for zones
3. Finalizing catering for zones
4. Swimmer cost to be finalized this month for zones
5. Researching 4 corners All Stars meet for stronger competition

Finance Chair

***Coaches of LSC sponsored camps to receive per diem of $80 for day 1 & $40 each additional day M/S/P***

Secretary

Seasonal Representative

Coaches Representative

1. Scheduling meeting included debate on spring championships, closed meet weekends and moving scheduling meeting to a work week day
2. Tech suits information from Southern California needed for board discussion
3. 4 women sent to USA Swimming Women in Coaching clinic

Athlete Representatives

1. Discussion on setting up athlete meetings with team representatives, possibly at HOD

Safety Coordinator

Technical Planning

1. Summer meet information released, things to note; C heat in finals and scored Dispute with 4 Corner Sectional Meet host, has refused to pay athlete reimbursement / zone support
2. Exploring alternate location / host for CSI sponsored championship meet the same time as March sectionals, same competition level

Officials Chair

1. Report attached

Zone Representatives 1-2-3-4-5

1. Zone 5 meet in mid July held at OTC, “B” times, open to all zones with all zone 5 entries accepted

Executive Secretary

1. Report attached

COMMITTEES AND COORDINATORS

Records and Times

Open Water

1. Upcoming nationals includes Colorado swimmers
2. FINA updating rules to include wet suits in certain conditions
3. Working on open water events in Aurora and Arvada

Club Development

Disability Chair

1. Report attached
2. Current officials can be disability officials, goal to have 1 disability official per club

Diversity Chair

Past General Chair

1. Report attached
2. Table proposal to change scholarship funds to discuss naming the female scholarship after Janet Kralik with the Adams family, current named scholarship for Hale Adams

Safe Sport Chair

1. Report attached
2. Request adjustment to budget for Safe Sport line item to $2500
3. Include Meet Marshall instructions with sanction packet

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| **OLD BUSINESS** |

None

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| **NEW BUSINESS** |

1. USA Swimming has discontinued coaches / officials / non athlete membership cards. CSI is going to continue issuing cards. Coaches and officials with updated requirements will be required to bring proof of those in addition to the card.

***Membership cards for coaches and officials to be issued February 1 M/S/P***

1. ***Colorado Swimming to change LSC logo M/S/P***
2. USA Swimming will administer HOD and pay for a majority of the associated fees but the format must follow USA Swimming’s protocol. Details to be brought to next BOD meeting.

Next Board Meeting

July 14 BOD Meeting – May be conference call around this date

Reminders and Announcements

September 9 – Budget Meeting

Upcoming Events

October 8 - HOD

Adjourned 12:58 M/S/P

Addendums: Member reports

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| **GENERAL CHAIRMAN** | **Andy Niemann: swimmacsco@gmail.com** |

A.) I would like Board approval to appoint Carmen Babcock as our Secretary to fill in until elections in October.

B.) Convention 2017 requests for financial assistance are due June 1.

C.) Thank you to everyone for taking the Leadership course. And, thank you to Jackie for doing the LEAP 1 renewal.

D.) I'm starting to get emails about a possible change to our LSC policies on tech suits. We need to discuss.

E.) I have not received a lot of feedback on P&P discussion on Athlete reimbursement. Let me know before we call a vote at our next meeting.

F.) Attended the Western Zone workshop in Phoenix, April 29-30. Great presentations were made by the Diversity and Safe Sport committees. The Zone is looking for a host for the 2018 meet. Roseville is looking into hosting if no one steps up and they are gearing up and are excited about hosting this Summer's meet. Meet website is up.

USA Swimming is looking at recommending changes to the National BOD. The biggest change is downsizing the board to 15 voting members. There are more than 30 presently .We will have more details and discussion before voting at convention in September. The National board members at the workshop all spoke overwhelming in favor of this change.

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| **ADMINISTRATIVE VICE CHAIRMAN**  | **Dale Ammon: dcammon5@gmail.com** |

1. CSI received a sign off from USA Swimming (Letter from USA Swimming on File with CSI Office) on the Update to our Bylaws document. A number of housekeeping adjustments to the document had to be done to bring the document up to date. These included the changing of mentions of LSC Board of Review references to Zone Board of Review, “Intentional Deletion” of Article 10 (Board of Review section), from the document. The document was also aligned for CSI Board Membership, role descriptions, elected v. appointed positions, clarification of Athlete Rep elections (just put into document what is protocol in CSI) with proper referencing in the update. We also update a few format issues (numbering and lettering of sub texts) that needed to be changed. One additional document change was to realign the CSI Executive Secretary job duties and responsibilities from the Bylaws document to the Policies and Procedures document. By having the Exec. Secretary role described in the P&P’s the CSI BOD can adjust the role to meet the daily operations needs of the Office where in the Bylaws it would take the vote of the entire HOD to change the operations role.

1. Review of the Policies and Procedures to assure that the most recent updates and changes are in the document. Document Title change and current Mission/Vision were made 5/2017 to the document to meet the needs of the LEAP Renewal process.

1. Thank you to all those who contributed to the Renewal Process for LEAP!

1. Equipment review of CSI Meet Equipment shows we have targeted meet tools to use as needed for CSI sponsored meets, as a Loan to Meets that need primary timing equipment (harness and Buttons), Starter, and Backup Stopwatches. (Meet Equipment Inventory List – Separate attachment). Discussion is needed by the Board concerning maintenance to existing equipment, options for uses for this equipment, and if there are any needs for CSI to prepare for with Meet Equipment.

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| **SENIOR VICE CHAIRMAN**  | **Jim Nickell: jimnickell@hotmail.com** |

No report

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| **AGE GROUP VICE CHAIRMAN**  | **Tristan Cross: swimmbikeerunn@msn.com** |

**2017 Catch the Spirit Camp:**

o 78 Swimmers/~65 parents attended o Great group of speakers:

▪ Sports Psychologist - Dr. Artur Poczwardowski, Prof DU Pyschology Dept.

▪ College Swimming - Woodie Woodard (CSU)

▪ College Swimming - Lisa Ebeling (UNC)

* Energetic & experienced group of Colorado coaches getting more involved with CSI Age Group: o Kevan Valenzuela - DSA o Graham Williams - LOVE
	+ Brett Kelley - TOPS o Vinny Pryor - FST
	+ Claire Strong - FLFN
* Feedback:
	+ We received many positive comments about the speakers from the parents. They were all very engaged and each speaker offered a slightly different view/topic for each presentation.
	+ The athletes also seemed to enjoy all three speakers, as well as the in water portions with our five Colorado coaches.
	+ Following the clinic, I have received quite a few emails and phone calls from parents thanking me for the enjoyable experience.

**2017 Western Zone Age Group Swimming Championship (Roseville, CA):**

* Team Selection Tier Structure:

▪ The selection tier process will be the same as last year. And due to the slightly easier qualifying times, my hope is that we will reach our 80 swimmer limit easier than last year. The deadline for athletes to qualify for the team and RSVP is July 2nd.

* The qualifying times have been distributed and posted on the Colorado Swimming website. The Google docs for the coaches application, chaperone application and athlete RSVP have all been posted and distributed.
* Flight details:

▪ 08-Aug-17 Denver —> Sacramento 08:10 AM-09:40 AM Nonstop

▪ 13-Aug-17 Sacramento —> Denver 12:05 PM-03:25 PM Nonstop o Hotel Info:

▪ SpringHill Suites Roseville. 10593 Fairway Dr, Roseville, CA 95678 o Currently, Kristen is working on securing our charter buses for the trip. As well as, the food and other related items. As soon as these items are closer to being finalized, we will publish more information for the LSC.

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| **FINANCE CHAIRMAN**  | **Jillian Hayes: jhayes@hanson-CPA.com** |

P&L vs Budget

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| **SECRETARY**  | **Carmen Babcock: swimshady7@yahoo.com** |

 No report

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| **SEASONAL REPRESENTATIVE**  | **Kelse Curtiss: kjelse991@gmail.com** |

No report

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| **COACH REPRESENTATIVES**  | **Damon Garrison:** **liquidcoach@gmail.com****Steve Hanson: coachsteve@northglennfusion.com** |

No report

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| **ATHLETE REPRESENTATIVES**  | **Ben Dufauchard, Kristin Hultgren, Zoe Bartel,**  |

No report

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| **SAFETY COORDINATOR**  | **Bryan Carr: csi.carr@gmail.com** |

No report

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| **TECHNICAL PLANNING CHAIRMAN**  | **Shawn Smith: shawn.smith@du.edu** |

No Report

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| **OFFICIALS CHAIRMAN**  | **Mike Dilli: mdilli@q.com** |

**Officials Committee**

Mike Dilli Chair, Lee Lierz Zone 1, Dale Ammon Zone 2, Suzi Mishmash Zone 3, Elaine Gerson Zone 4,

Troy Brovold Zone 5, Terry Martinez Seasonal, Officials Coordinator Mike Urbanowitcz

Bryan Carr has stepped down from the Officials Committee, and has been replaced by Troy Brovold.

CSI Meets all seem to be running well. Upcoming – CSI Long Course Open CAC host- Meet Ref Mike Dilli, LC State Meet Ref 12U Lee Lierz, LC Jos 13O Kathy Lahr the seasonal State Meet Ref will be Erika Anderson.

REPORT– CSI Sponsored 4 Corners Sectional Meet Austin Texas April 19 – April 23 2017

Colorado Swimming hosted the 4 corners sectional meet again in 2017, in Lewiston Texas. Thanks to the

CSI BOD for funding 15 Colorado Officials to attend and work the Meet. Additionally, 3 Officials from

Colorado were on the assigned team and were funded by the Meet, bringing to 18 the number of Colorado Officials working the Meet. Several Colorado Officials attended this meet that would otherwise never have the opportunity to work this level of a meet. Without the Colorado Officials this meet would not have been successful. The cost of the trip to CSI was approximately $13,700.

As you know the Coaches voted to allow Arizona Swimming to host the 2018 Meet in Phoenix Az. Therefore I do not see a need for CSI to continue to fund Colorado officials to attend and work the Meet, should Colorado host again in the future the BOD should re-visit this issue. Mike Urbanowicz from Colorado has been asked to be the Meet Referee for the 2018 Four Corners Sectional Meet, making 3 years in a row the Meet will have a Colorado Official as the meet Referee.

Kathleen Scandary attended the Zone workshop in Phoenix as the official from Colorado, USA Swimming requested a Sr. Evaluator Official from each LSC to attend. She will be forwarding a report shortly.

Scott Powell will be attending the Officials Chair workshop in Houston this year – as I will be the Meet Referee for the CSI Long Course Open at VMAC. Since we will bring Amy Hoppenrath, from Missouri valley as an Officials Evaluator, I felt it best I stay in Colorado that weekend.

The Officials Committee is reviewing several items for possible updating, from the Officials portion of the website to Clinic Material. Reports will follow if there are any recommendations to change.

**Discussion Items**:

* Certification Cards for Officials and Coaches for on Deck access
* Need for Coaches and teams to recruit Officials – there are a few areas that Meets are lacking the number of officials to run an effective meet.

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| **ZONE 1 REPRESENTATIVE**  | **Rich Leduc** |

No report

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| **ZONE 2 REPRESENTATIVE**  | **Jeff Armstrong: jarm@yahoo.com** |

No report

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| **ZONE 3 REPRESENTATIVE**  | **Heather Flint:**  |

No report

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| **ZONE 4 REPRESENTATIVE**  | **Gordon Gerson:** |

No report

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| **ZONE 5 REPRESENTATIVE**  | **Luke Shumm** |

No report

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| **EXECUTIVE SECRETARY**  | **Jackie Stiff: CSIswimoffice@gmail.com** |

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|   | 2010  | 2011  | 2012  | 2013  | 2014  | 2015  | 2016   | 2017 ytd  |
| Athletes - all  | 5870  | 6057  | 6325  | 7216  | 7303  | 8688  | 8547  | 7620  |
| National percentage growth YR only  | 0.3%  | 1.5%  | 3.3%  | about 13%  | -0.2%  | -.99%  | -.3%  |   |
| Colorado percentage growth YR only  | 1.8%  | 3.2%  | 4.4%  | 15.5%  | 0.2%  | 3.2%  | -5.1%  |   |
| Individuals—coaches, officials, other nonathletes  | 684  | 711  | 718  | 697  | 817  | 856  | 930  | 793  |
| Coaches  | 264  | 291  | 361  | 379  | 353  | 366  | 430  | 375  |
| Officials  | 279  | 239  | 246  | 227  | 310  | 303  | 392  | 355  |
| Other non-athletes  | 141  | 181  | 111  | 98  | 89  | 92  | 139  | 89  |
| Y-R Clubs  | 69  | 71  | 72  | 69  | 70  | 67  | 64  | 66  |
| Season 1 clubs  | 24  | 23  | 24  | 20  | 20  | 21  | 21  | 7  |
| Season 2 clubs  | 5  | 7  | 5  | 1  |  1  | 3  | 2  |   |
| Organizations/Leagues  |   |   | 6  | 5  | 6  | 6  | 6  | 6  |
| YR athletes  | 5871  | 6059  | 6329  | 7311  | 7562  | 7562  | 7180  | 7365  |
| Outreach  | 164  | 119  | 131  | 122  | 84  | 88  | 101  | 52  |
| Athletes with a Disability  | 34  | 34  | 37  | 43  |   | 46  | 71  | 73  |
| Open Water Athletes  | 0  | 4  | 2  | 28  | 0  | 0  | 0  | 0  |
| Season 1 athletes  | 1657  | 1500  | 1579  | 1546  | 1395  | 1063  | 1184  | 203  |
| Season 2 athletes  | 234  | 243  | 241  | 259  | 112  | 173  | 189  |   |

**Leap Renewal-** Has been submitted for approval, thank you to all those that have completed the LSC Leadership course.

 **New Registration policy regarding meets:** We have had 1 club that has been charged.

**Western Zone Workshop –** I had the opportunity to sit one on one with another registration and learned a few more tips and tricks for swims. USA swimming is going to begin working on the what is now being called the Member

Validation project (team unify and other software will be able to talk to swims and check any issues before you submit registrations into the holding tank).

**New Website project** – We have begun reviewing our website and other lsc websites to begin to streamline our website. Our goal is to have the new website layout ready for HOD in October.

 **USA Membership Cards** – USA Swimming will no longer be providing membership cards for the LSC’s to print on. They are really pushing for everyone to use the new deck pass to print their own membership cards. The officials card can be printed with official’s certifications from deck pass. The previous vendor is giving the LSC’s the option to purchase the cards. It would be about $900 to order the cards if we ordered them at the numbers we did last year (700 coach cards, 500 non-coach). It is $7.50 for 30 cards (plus shipping).

Here are a couple of discussion points.

1. Not print any more “other” member cards.
2. Print only twice a year Feb 1st and July 1st in preparations for the state meets.
3. Only print one card a year and then they are on their own.

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| **RECORDS / TIMES**  | **Linda Seckinger: lseckinger@aol.com** |

No report

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| **OPEN WATER**  | **Grant Holicky:** **gholicky@yahoo.com** |

No report

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| **CLUB DEVELOPMENT**  | **Rose Snyder:**  |

No report

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| **DISABILITY CHAIR**  | **Char Sorensen** |

Coaches, Clubs and Teams:

 **Meets for swimmers with impairments**: A number of events for swimmers with impairments are being added to the U.S. Paralympic Swimming website schedule on a regular basis. Many of the events are for swimmers who are new to swimming or who are developmental or emerging swimmers or swimmers who are in need of classification or have been classified.

 **U.S. Paralympics Swimming - Coaches Clinics**: A number of national clinics for coaches are being conducted by U.S. Paralympics Swimming during 2017. The focus of these clinics is education and support for coaches who either have or would like to coach athletes with impairments.

 The scheduled for these clinics and swim meets can be found on the website at [http://www.teamusa.org/USParalympics/Sports/Swimming/Events.](http://www.teamusa.org/USParalympics/Sports/Swimming/Events)

Please pass this information on to any coaches who may have an interest.

I would also encourage you to bookmark this page as a GREAT resource. Use the menu on the left side of the page to move around and catch up on the many offerings from the USP office for the athletes.

 **The Jimi Flowers meet**: This is an annual meet that honors the legacy of Jimi

Flowers. The USOC will host **The Jimi Flowers Classic Swim Meet** on June 3-4, 2017. This meet will be an exciting world class competition held at the Olympic Training Center in Colorado Springs featuring several of the USA’s top Paralympic swimmers.

 For those who never had a chance to meet Jimi, he was an extraordinary husband, father, USOC staff member and swim coach who died on July 10, 2009 following a climbing accident near Aspen. I encourage you to take a moment and watch this video about Jimi. It captures who Jimi was and how he touched all of our lives: [http://www.youtube.com/watch?v=ZuBjK0CJMb4.](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DZuBjK0CJMb4&data=01%7C01%7CJamie.Martin%40usoc.org%7Cdfaa70ca2b67417ae71508d476ce79c8%7Cbdb91ea4d8ff42db92189080a9ced8b0%7C0&sdata=USjDGpmtpuXK7NUNBNicjQJyo0pX6sTEkt43Q8ECz9I%3D&reserved=0)

 The link below lists all the USOC/USP events for the upcoming year that you could pass on to Coaches in your LSC. You will see the ***Jimi Flowers Classic*** listed on this page along with other upcoming events. The USOC/USP is looking for volunteers for this event and they would really appreciate your being there if you are able to attend. <http://www.teamusa.org/US-Paralympics/Sports/Swimming/Events>

 As always, if you need any assistance in getting information or resources for swimmers, parents, coaches, officials or clubs, please let me know.

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| **DIVERSITY CHAIR**  | **Andrew Harbuck: coachandrew@swimdogs.net** |

No report

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| **PAST GENERAL CHAIR**  | **Linda Seckinger: lseckinger@aol.com** |

I attended the Western Zone workshop held in April in Scottsdale, Arizona. The workshops were for Times and the new USA Swimming web site.

Time Standards for the LSC’s can be entered into SWIMS and a report can be produced that will show how many swimmers have met the qualifying time standard. This report can also be generated to show which swimmers are within a certain percentage of attaining the qualifying time standard. I think this would be beneficial to our Age Group Vice chairs for our Western Zone Age Group meet.

The new web site for USA Swimming was discussed. The old way of having .pdfs on the web site have been changed to a mobile responsive application which means that the data is updated as it comes in rather than having to have a new .pdf created to update. In the Top 100 report, the fastest time shown for each event is the NAG record. The Deck Pass app will probably be going away over the next couple of years.

Membership cards will now show all of the certifications for coaches and officials.

Bookmarks are going to be your best friend on the new web site as some of the items are still being pulled from the old site and it makes it more difficult to locate.

The nominating committee has started working on the slate for this year’s elections. If you have someone you would like to bring forward to put on the slate please send me an email with your nomination. The positions that are up this

year are, General Chair, Secretary, Senior Vice Chair, Finance Vice Chair, Athlete Representatives and Nominating Committee.

ACTION ITEM;

As we all know, Janet passed away on May 5 and I would like to propose that we rename the female scholarship now offered as the Hale Adams Memorial Scholarship to the Janet Kralik Memorial Scholarship beings as we award both a male and a female.

Female scholarship to be renamed after Janet.

Male scholarship to remain as Hale Adams.

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| **SAFE SPORT CHAIR**  | **Linda Eaton: linda\_eaton@msn.com** |

Activities:

March: Began research on what was available on Colorado Swimming and USA Swimming websites for Meet Marshal responsibilities to be given to personnel at the meet. Found pieces of what I was looking for but not exactly what I needed. I decided to create my own.

April 8: Discussed idea for a new Meet Marshal one-pager organized in bullet points for all CSI Meet Referees to hand out to read at their sessions for explaining their role. Idea was considered worthwhile. Built document and shared it with Senior Officials in CSI. Asked for review by and approval from Officials Committee; received positive comments. See attached.

April 28-30: Attended the Western Zone Safe Sport Workshop in Scottsdale, AZ. Key ideas/To Do’s from the workshop:

1. Make it a goal to build a proactive Safe Sport Committee
2. Help each LSC club develop a non-coach Safe Sport contact/coordinator (Note: I got the feeling this may become mandatory sometime in the future. National Safe Sport Committee is working on a document for the Safe Sport Certified Club Program.)
3. Help each LSC club fill out and file the Safe Sport Self-Assessment Form (see attached)
4. Increase athlete involvement – suggestions to make to teams
	1. Have the athletes present the Safe Sport Monday scenarios
	2. Safe Sport practice sets suggested to coaches – get a Safe Sport question right, get an easier set to do
	3. Have a Safe Sport Poster Contest – various prizes (pizza party, swim gear, backpack, etc.)
	4. Safe Sport Activity Book coming out soon from USA Swimming
5. Create a checklist for each club’s website – what they have to have on it for being Safe Sport certified
6. Distribute new documents for Locker Room Monitoring – Practice/Meets – when they are approved by USA Swimming
7. Communicate with Seasonal teams about Safe Sport Boundaries (Travel, Electronic Communication, Locker Room Monitoring, Massaging Swimmers), especially as some of the coaching staff may also be participating as athletes
8. Add more links to the CSI website for Safe Sport tools/documents on the USA Swimming website, especially now that it has changed
9. Note: Meet Marshal bullet points one-pager was well received at the workshop

Attachments: Meet Marshal Instructions

 Safe Sport Self-Assessment and User Guide

**Meet Marshal Instructions:**

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

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| Risk Management:  | Safe Sport Environment:  |
| * Watch pool during warm-up. General warm-up – feet first entry. Dive starts must be under the direct supervision of a certified USA Swimming coach. Watch warm-up/down lanes during meet (to be general warm-up only) – observe same as above.
* Roam pool venue. Check your gender specific locker room periodically for safe behavior.
* Remind spectators, if needed, to stay in appropriate areas. Maintain clear areas on stairways and in front of exit doors at all times. Remove spectators who are camped in areas posted with “No Seating” signs. If crowd control becomes a problem, let the Meet Director or Meet Referee know.
* Pay attention to your surroundings. Be vigilant for unsafe behavior by anyone at the venue (running, tossing objects, horseplay, etc.).
* Be respectful and always use appropriate language.

     | Enforce USA Swimming Rule Requirements: * The use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, restrooms, or locker rooms.
* The use of visual recording devices is allowed on the deck, but is specifically prohibited in the area directly behind and adjacent to the starting blocks.
* Deck changing is prohibited. If observed, report it to the Meet Referee.
* Where separate restroom facilities are available for spectators, coaches, and officials, locker rooms are reserved for the exclusive use of the athletes.
* Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.
* Smoking and use of other tobacco products is prohibited in all areas of the venue.
* Alcoholic beverages are prohibited in all areas of the venue.

 Enforce LSC Requirement: Professional/Team photographers must report to the Meet Referee to obtain media credentials prior to taking any pictures. Media credentials must be visible while taking pictures at the venue.  |

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

