

**2019**

Colorado Swimming, Inc.

C.S.I.

# **[POLICY AND PROCEDURES AND RULES AND REGULATIONS]**

Revised and adopted April 20, 2010  
Updated March 12, 2019

## CSI Policies and Procedures and Rules and Regulations

### *Vision Statement*

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

### Mission Statement

Colorado Swimming is dedicated to competitive excellence in our sport.

We P.L.E.D.G.E. to keep swimming fun.

P erformance  
L eadership  
E ducation  
D iversity  
G overnance  
E xcellence

### **PREFACE**

Contents pertaining to this document may be added/amended/deleted either by ratifying action of the House of Delegates or upon second reading by the Board of Directors. Policies and/or procedures not specifically listed within this document but having been previously ratified by either of these bodies shall remain in effect for the organization. All current forms used by the LSC may be referenced through its appropriate hyperlink(s) found within this document.

### **Safety and Insurance**

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 Safety 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 in team 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)**

Meet hosts are required to designate safety marshals who are responsible for supervising the pool area and enforcing warm-up procedures. If necessary, 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.

The host club shall appoint at least one marshal and at least two assistant for short course meets, and at least one marshal and three assistants for long course meets, to supervise the pre-meet warm-up sessions. The host club shall also appoint at least one marshal to supervise warm-up facilities available during the meet. Marshals must be identified by wearing a florescent orange vest at all times.

## **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 Secretary a safety action plan for their club. Once submitted, the club's safety action plan is forwarded by the CSI Executive Secretary 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. To get a copy of insurance certificate or additional insured endorsement go to [www.certificatenow.com](http://www.certificatenow.com). This must be renewed each year. 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. Copies of the "Report of [Accident] Occurrence" are also available from the USA SWIMMING national office and website.

If questions arise concerning the insurance ramifications of including masters (adult) swimmers in USA SWIMMING club practices and meets, please consider the following facts:

- Masters swimmers may practice with USA SWIMMING clubs. There is no insurance risk involved in permitting a USMS-registered swimmer to practice with a USA SWIMMING club because USMS and USA SWIMMING use the same insurance carrier. It is sufficient for the Masters swimmer to have USMS registration and insurance; a USA SWIMMING registration is not required.
- Masters swimmers must be registered with USA SWIMMING if they choose to compete in USA SWIMMING-sanctioned meets.
- There is no insurance risk to USA SWIMMING-certified officials who officiate at Masters Swim meets. There is an agreement between USA SWIMMING and USMS and the insurance company that USMS insurance is the primary coverage for USA SWIMMING officials at USMS meets.
- Officials who are working at non-USA SWIMMING meets shall not wear their "uniform", and should realize that no insurance coverage is applicable.

### **Athlete Reimbursement**

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

SCY Nationals

NCSA Jr Nationals  
Western Sectionals (Top 32)  
Disability Championships

**Summer Season Meets**

TYR Pro Series Meets  
Western Sectionals (Top 32)  
USA LCM Jr Nationals  
Futures  
Championship Olympic Trials/World  
US Open  
Disability Championships  
Open Water National Championships

**Deadline for reimbursement**

Fall/Spring Season Meets  
Summer Season meets

April 15<sup>th</sup>  
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 trail 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).

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 31st 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

<b>Senior Circuit Funding</b>
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 maximum reimbursement is currently set at \$500 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 Trials will be reimbursed \$100.00 per day including the day before and the day after including the day with sessions worked for a maximum of \$800.00. Officials that work the Paralympic Trials will be reimbursed \$100.00 per day including the day before and the day after including the day with sessions worked for a maximum of \$500.00

#### 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 shares 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 for will be funded \$50 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.

## 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

### CSI Annual Awards

- Conoco/Phillips 66 Outstanding Service Award (Selected by General Chair)
- Male and Female Athlete of the Year (Points System)
- 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)
- Coach of the Year (Selected by Coaches)
- Age Group Coach of the Year (Selected by Coaches)
- Seasonal Coach of the Year (Selected by Officials and Seasonal Coaches at the Seasonal Championship meet)

## Records

The Records Chair is responsible for maintaining CSI records. The chairperson periodically distributes an updated Excel spreadsheet with all records (year-round and seasonal) listed in it. Also periodically distributed are updated Team Manager Record's files for year-round swimmers in short course yards and long course meters. 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 record certificate at the Annual Awards Banquet.

### Top 16 Times

The Top 16 Coordinator or designee is responsible for verifying meet result data for all USA Swimming sanctioned, approved, or observed meets held in his/her LSC in USA Swimming (SWIMS) for possible inclusion in the USA Swimming Top 16 Times rankings for individual and relay times and for correcting any bad data submissions.

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.

### Times Committee

The times committee is comprised of a member of the sanctions committee and the CSI Staff Times Coordinator. The committee reports to the CSI Administrative Vice Chair. The purpose of this committee is to verify and process all CSI sanctioned meet results and submit data to SWIMS, CSI Online and Proof of Times databases. The CSI Times Coordinator will notify the Top 16, Records and NTV chair when new results are available for them. All CSI Sanctioned meets will be submitted via email to [lseckinger@aol.com](mailto:lseckinger@aol.com) (or the email address of the current Times Coordinator.) and must be a complete Hy-Tek Meet Manager backup that is not marked as "Read Only." Any CSI member Team or Athlete who participates in an out of LSC meet who needs times posted to the CSI databases must submit a complete meet backup to the Times Committee. Exceptions for the submission policy is only when the out of LSC meet was not run with Hy-Tek software in which case times will only be posted to the Proof of Time and Online databases. The CSI Times Coordinator will not release any meet results to either the CSI webmaster or Top16/Records/NTV chair until the results have been fully verified. All requests for corrections must be submitted to the Times Committee. The Times Committee has the sole authority to require the Meet Referee or Host Club to submit timing paperwork to the committee for corrections. Failure to comply with requests from the Times Committee is a violation of the meet sanction and is subject to the penalties described in the sanctions policy.

For Observed meets the USA Swimming adjusted Hy-Tek meet backup plus the sign-up sheet from the meet must be submitted to the Times Committee.

## **SWIMMING PROGRAMS**

### **CSI Meets**

#### **Meet Sanctions and Approvals**

The Sanctions Chairman (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 LSC's and their subdivisions. Please refer to Article 202.2 of the USA Swimming Rules and Regulations for sanction requirements and Article 202.3 for conditions of sanction.
- Approved Meets - Approvals may be issued to either USA Swimming member clubs or LSC's or non-member clubs or organizations for meet conducted in accordance with USA Swimming technical rules. Please refer to Article 202.4 of the USA Swimming Rules and Regulations for approval requirements.
- Observed meet - a designated meet conducted by organizations other than USA Swimming member clubs and LSC's using technical rules other than 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 Article 202, USA Swimming Rules and Regulations, Colorado Swimming, Inc. 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 LSC's and their subdivisions.

1. Sanctions for both open and closed meets will be issued or withdrawn in accordance with USA Swimming requirements and conditions contained in Article 202, USA Swimming Rules and Regulations.
2. Special attention is directed to the requirement that all athletes competing in sanctioned events must be registered USA Swimming members.
3. The Meet Referee and all officials and Meet Director must be members in good standing with Colorado Swimming, Inc. or must have approval of the Sanction Committee if members from another LSC.

Approvals 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. 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 LSC's, 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, and a check payable to CSI (see fee list) must be submitted to the Sanction Chairman.

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 non member 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 Sanction Chairman.

**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 Sanction Chairman 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 Chairman, 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 Chairman 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 [lseckinger@aol.com](mailto:lseckinger@aol.com) (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 intrasquad, 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 Sanction Chairman, 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 Sanction Chairman 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 Sanction Chairman 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 [lseckinger@aol.com](mailto:lseckinger@aol.com) (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. Do not If the swimmer is not registered by the time post meet recon is run, the club will be charged the \$100 unregistered swimmer fee. If for some reason the swimmer is already registered but can't prove it we will refund the monies collected.

### 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.

### Pre-meet Verification of Athlete Registration for All Sanctioned Meets/League Blanket Meets/Approved 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 rule 302.4).

Registration check is mandatory for all teams hosting meets. It is recommended that Approved meets may also submit a registration check to clean up your database After you have your entries 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 on OK, copy .SD3 file to a disk and then email it to the sanctions chair at [csiswimoffice@gmail.com](mailto:csiswimoffice@gmail.com)

You and the Colorado clubs, will receive a report back with the exceptions, you then 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 swimmers information. Penalties will may be assessed to clubs with unregistered swimmers.

If a swimmer is deck registered the host team must send the form and fee to the registration chair by overnight mail on the day the registration is taken. A host team may add a \$25 fee to pay for overnighting the registration from to the office. If the swimmer is not registered by the time post meet recon is run, the club will be charged the \$150 unregistered swimmer fee. If for some reason the swimmer is already registered but can't prove it we will refund the monies collected.

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

### 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).

### Post-meet Filing Requirements

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

- A Meet Manager Backup Database emailed to CSI ([lseckinger@aol.com](mailto:lseckinger@aol.com) 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**
- Within 90 days of the meet, the financial report must be submitted to the sanctions chair.

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.
- If an entry cap is specified and a 12 & under session violates the planned four-hour rule.
- 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)
  - If you add a team after it has been sanctioned, you must contact the sanctions chair

#### ***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 102.12.3

For dual meets see USA Swimming Rules and Regulations 102.12.4

#### **Penalties**

- 1<sup>st</sup> Offense
  - Warning Letter stating how you violated the sanctioning rules
- 2<sup>nd</sup> Offense (within a Calendar Year)
  - Warning Letter stating how you violated the sanctioning rules AND
  - A monetary fine assessed by the CSI BOD (\$50.00)
- 3<sup>rd</sup> Offense (within a Calendar Year)
  - Loss of future sanctions and a monetary fine to be set by the CSI BOD
  - Probation which includes but 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... assessed fines determined by the CSI BOD.

CSI BOD on recommendation from either the sanctions committee or officials committee shall decide the penalties...

#### **Facilities**

All facilities must comply with Article 103 of the USA Swimming Rules and Regulations with the following exceptions

- Pace Clocks need not be provided
- Recall Ropes are not a requirement for Short Course events.
- When facilities have safety rules which conflict with the facility requirements specified in article 103.

## **Western Zone Championship Meet – CSI Policies and Zone Team**

### **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
Tier 2	2	3	3
	3	3	2
	4	3	1
	5	2	4
	6	2	3
	7	2	2
	8	1	5
	9	1	4
	10	1	3
	11	3	0
Tier 3	12	2	1
	13	2	0
Tier 4	14	1	2
	15	0	6
	16	0	5
	17	0	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.

### **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 sixty (60) swimmers, 10 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 CSI database is used to create a list of the top ten swims for each All Star event using the Top N Age Group 3 month report on the web site. The fastest swimmer on the list is scored with ten points, nine to the second and so on. Historically, automatic spots have been given to the top one or two swimmers in each All Star event. The number of automatic spots is determined by the current Age Group Chair(s). 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 ones chances of making the team. The exact method of selection may vary from year to year depending on the current Age Group Chair(s). Letters of invitation are issued to the top-ten male/female swimmers in each age group, as well as six (6) 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 Chairman 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 Sponsored Meets**

CSI conducts 14 & Under Short Course Championship, Short Course 14 & Under Silver State, Senior Meet, Long Course Championship and Seasonal Championship. They also have several open sponsored meets each year.

### **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.
- **Variety in 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.
- **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.

### 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 has 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.
- **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.

### 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 Chairman 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.

### 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.

### Scottie Aschermann Seasonal Championship Meet Eligibility

Only Seasonal Registered Athletes are eligible to compete in the CSI Seasonal Championship Meet.

### 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.

### 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 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 between 20 % below to 5% above the goal participation, no change will be made to the qualifying time.
- 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 year's 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 make adjustments to these formulas to accommodate for anticipated changes in participation due to changes in format, facility, meet location, meet date or any other influencing factors.

### **Scheduling Meets and Awarding 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 give consideration to the dates of the Western Zone meet, USA SWIMMING championship meets, CHSAA State meets, and the USA SWIMMING annual convention.

#### **Meet Scheduling Process**

The date and location for 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 Sponsored Championship Meets**

CSI conducts the Short Course Silver State, Senior Meet, 14 & Under Short Course Championship, Long Course Championship, & Seasonal Championship.

On weekends of CSI Sponsored meets, competitions will be closed to meets of competing format and/or time standards.

### **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 sent to the CSI Office 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), 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 3 year rotation between EPIC, the Air Force Academy, and Grand Junction pending facility and host club suitability as defined by Colorado Swimming Board of Directors and Technical Planning Committee.

Bid Process for Silver State, Senior Meet, Age Group State

- 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 bid forms shall be submitted to the CSI Office by 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.

- The order of business is first to award the championship meets, then non-championship sponsored meets.
- 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:

- (a) Maximum number events a swimmer may enter;
- (b) whether or not swimmers must be entered in the meet to be eligible to swim the time trials;
- (c) 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.

## **Mandatory Warm-up Procedures for Colorado Swimming, Inc.**

### **Organization for Implementation**

#### **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

- Pre-Meet Warm-up Sessions:
  - A minimum of four Marshals (two for dual 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 if they have passed Red Cross Advanced Lifesaving, and they agree to enforce warm-up rules as instructed by the Meet Safety Committee. A Marshal may be appointed Supervisor if current in Red Cross Advanced Lifesaving or Safety Training for Swim Coaches. 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.

### Warm-up Procedures

#### 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)

Pool Size	Push/pace	Race starts/sprints	General
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

**Push/pace lanes:** Coach supervised push/pace lanes.  
NO DIVING - feet first entries only

**Racing Starts:** Sprint lanes for race starts from blocks or for backstroke starts in specified lanes at designated times.  
One Way Starts Only.

**General:** NO DIVING - feet first entry and circle swimming only.

### Continuous Warm-up/Warm-down Pools

Use the same guidelines as the general warm-up period.

## 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 swimmer 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-Chairman, CSI conducts LSC workshops annually at the House of Delegates Meeting. This LSC workshop typically consists of club development activities, an officials 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.

### **Code of Conduct**

The CSI Bylaws and the USA Swimming Code of Conduct (Article 304), provides a clear statement of member responsibilities. The Western Zone Board of Review has jurisdiction from 304.3.11 through 304.3.15. 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 304.15 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 LSC 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 Western Zone Board of Review

#### **Code of Conduct for Athletes**

Each athlete must sign and date a copy of the swimmer code of conduct (forms library) 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 of these 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.
- III. The CSI Board of Review can review any appeal forwarded by the CSI General Chair as stated in the Board of Review Procedures.

#### **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 of these 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.
- III. The Western Zone Board of Review can review any appeal forwarded by the CSI General Chair as stated in the Board of Review Procedures.

#### **Code of Conduct for Officials and Administrators**

Each 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 Non-Athlete member 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.
- III. The Western Zone Board of Review can review any appeal forwarded by the CSI General Chair as stated in the Board of Review Procedures.

### 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 MUST BE POSTED AT ALL CSI SPONSORED VENUES AND EVENTS.**

## Corporate Organization

### Fee Schedule

#### Athlete Membership

- Year-round: 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.
- Seasonal: USA Swimming seasonal registration fee **plus** \$5.00 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. (302.2.3)
- Outreach: USA Swimming outreach registration fee per year. There is no CSI outreach registration fee. Athletes that qualify for a free or reduced lunch program at school are eligible for this program. Outreach is a year round classification. They must notify CSI's office if they intend to compete as a seasonal athlete.

#### Non-athlete Membership

- Individual: USA Swimming individual membership fee **plus** \$10.00 CSI individual membership fee per year. (September 1<sup>st</sup> current year – December 31<sup>st</sup> next year.)
- Family: USA Swimming family membership fee **plus** \$10.00 CSI family membership per year. For two non-athlete members related by blood or marriage and living at the same address. Same time period as Individual.
- Life Members: USA Swimming one time life membership fee – onetime fee.

### Transfer Fee - \$5.00

#### Clubs and Organizations

- Year-round Club: USA Swimming club membership fee **plus** \$55 CSI club membership fee per year if registered before December 1<sup>st</sup> of the current year, otherwise the CSI club membership fee is \$425 per year. Clubs that attend the annual HOD meeting will receive a \$300 credit to their club fee for the upcoming year.
- Seasonal Clubs: USA Swimming seasonal club membership fee **plus** \$55 CSI club seasonal membership fee per year 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 league membership fee **plus** \$55 CSI league membership fee per year if registered before December 1<sup>st</sup> of the current year, otherwise the CSI league membership fee is \$125 per year.

### Sanctions and Approvals

#### Clubs:

- **Sanction/Approval Fee:** (this covers most meets)
  - \$75 if filed 45 days or more prior to the meet.
  - \$200 if filed less than 45 days (less than 20 days no sanction will be granted.)
- Intrasquads, Dual and Tri Meets/Time Trials: \$20.00
- Sanctioned Special Series (must have 3 or meets in series): \$25 each (must have less than 200 planned swimmers per event)

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

\$.75 (75 cents) per individual entry

#### Organizations:

- Group Sanctions/Blanket/League: \$50 per year (Leagues Only).
- Group Sanctions/Championships:
  - \$25 per event

- (less than 15 days no sanction will be granted.)

**Non-registered Swimmer Fine**  
\$100 per meet

### **Geographic Zone Boundaries**

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 with voice and vote, 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).

### **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.

### **Clubs**

#### **Year Round Clubs**

A Club is a member organization that complies with 2.1.1A of 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 Delegates (one must be an athlete) A Club does not have a vote on the Board of Directors.

Clubs can contain year round, seasonal, athletes.

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 USA Swimming web site or the CSI Office must be followed.

### **Seasonal Clubs**

A Seasonal Club is a member organization that complies with 2.1.1C of 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).

### **Meeting Schedule**

The Board of Directors meets approximately every two months. Meetings should be rotated through all five zones. The CSI House of Delegates meeting is held the first weekend in October. The date for this meeting is shortly after the USAS Convention.

### **Delegation to USAS Convention**

The six CSI voting delegates to the USAS Convention are the General Chairman, the Administrative Vice-Chairman, the Senior Chairman, the Senior Age Group Chairman, and the Senior Coach Representative, Senior Athlete Representative as defined in the By-Laws and USA Swimming Rules and Regulations. In addition the Executive Secretary attends as a non-voting member of the delegation. If the Senior Age Group, Senior Coach, or Senior Athlete can not attend the Junior would take their place.

CSI reimburses the costs associated with participation at the Convention of the six voting delegates and the Executive Secretary, and if needed, three others. All members wishing to receive funding to the Convention except the six voting members & Executive Secretary must apply by June 1<sup>st</sup>. The Board of Directors will make the final selection.

Attendees are expected to participate in convention meetings and to share information from the convention with the membership at the CSI House of Delegates.

The CSI Board of Directors reserves the right to authorize financial reimbursement to additional individuals to attend the USAS Convention. Individuals wishing to attend the Convention must petition the Board of Directors by June 1<sup>st</sup>. The Board of Directors will consider requests based upon the following criteria: (a) a national or zone committee member; (b) the individual's contributions to CSI/USA Swimming.

### **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.

The role of the Executive Secretary for CSI swimming is defined as the following...

Executive Secretary– The Executive Secretary will be responsible for the conduct of the daily operations of CSI, including required correspondence, banking duties, custodial care of all records for Colorado Swimming, Inc., conduct official correspondence, issue meeting and other notices and make such reports to USA Swimming as are required by Article 8 of these Bylaws, shall be the custodian of the seal of CSI, and attest the execution of, and cause the seal to be affixed to, all duly authorized instruments and shall cause to be kept the CSI corporate seal, 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 Secretary 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 chairman, coordinator, the Finance Vice-Chair, the Finance Committee, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 10.3.12. When authorized by the Board of Directors, income and expenses may be received and paid by an officer, or coordinator, provided that the officer or coordinator promptly submits to the Treasurer an itemized report, duly attested by the officer, or coordinator and either within the approved budget of such officer, or coordinator, or authorized by the Board of Directors of the House of Delegates. In general, the Executive Secretary 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.

## **Membership and Registration**

### **Athlete Registration (Annual, Seasonal, and Outreach)**

The CSI office conducts athlete registration.

### **Athlete Transfers**

A swimmer must fill out a transfer form notifying the Colorado Swimming, Inc. office when changing from one CSI club to another. There is a transfer fee for each transfer form filed \$5.00. 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. A new card will be automatically generated at the end of the 120 days on a team to team transfer.

### **Coach Registration (per USA Swimming)**

All coaches who are on deck at practices and meets must be registered as coach members of USA Swimming, and must display their valid registration cards 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 in Cardiopulmonary Resuscitation (CPR), and Safety Training for Swim Coaches (in water and online) as of the application date. See approved list and requirements on the USA Swimming web site). **All Non-Athlete Coach Members are required to pass a background screening conducted through USA Swimming prior to becoming a member. Coaches must complete the Athlete Protection Training before they can become an active coach on any USA swimming deck.** 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.

### **Non-Athlete Registration**

Anyone may become a non-athlete member or non-athlete family member (2 non-athlete members residing at the same address). **All Non-Athlete Members are required to pass a (Officials Level 2 all others Level 1) background screen conducted through USA Swimming and complete the Athlete Protection Training before they can become a member.** All CSI board members, Meet Directors, Meet Referees, Administrative Officials and all officials, must be registered as members of USA Swimming. Also the CSI bylaws require that all voting members of the CSI House of Delegates (Article 4), including club representatives be registered. At all CSI sanctioned meets, non-athlete members must display their valid credentials to work on deck.

### **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.

### **Registration Application Forms**

Registrations of athletes, seasonal athletes, outreach athletes, coaches, and non-athletes are processed by a club's registration officer. Individuals who are not associated with a club should complete the appropriate form found on [www.coloradoswimming.org](http://www.coloradoswimming.org) and process through [jotform.com](http://jotform.com). The registration officer should process new completed and signed athlete application forms electronically (through Team Manager/Team Unify) before the athlete starts practicing or enters a meet. Any team not sending athlete registrations electronically through 3<sup>rd</sup> party vendor 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. All Non-Athlete Registrations can be sent electronically (scanned/pictures of the form) or processed through Jotform.com.

All registrations will be processed and charged to the club on [www.coloradoswimming.org](http://www.coloradoswimming.org). Invoices will be sent out Monthly on the first of the month. It is recommended that clubs use the ACH payment option on the Colorado Swimming website. The ACH payment will pull from the clubs account on the first of the month.

**It is required that the following be members of USA Swimming/CSI: All coaches, all Officials, all CSI Board Members and Standing Committee Chairs, and all Meet Directors. All Team Managers and chaperones must also be members of USA Swimming. All voting delegates to the CSI House of Delegates must be members of USA Swimming. Employees and volunteers of USA Swimming, LSC's and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be a non-athlete member of USA Swimming.**

**It is strongly suggested that all club board members also be USA Swimming members.**

### **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 web site. Federal income tax returns for the most recent three years are available from the Treasurer or Finance Division Vice-Chairman. CSI does not guarantee retention of documents beyond seven years or minimum legal requirements.

### **Minutes of CSI Meetings**

Minutes from the House of Delegates and Board of Directors meetings shall be published within three months of the meeting, or within one month of their approval, whichever is later. At a minimum, the minutes shall have the complete wording of all motions passed and actions taken. They will be posted on the CSI web site.

### **Publications**

#### **CSI Newsletter**

In 2015 an email copy of the newsletter will be sent with photos of senior swimmers. Starting in 2016 the newsletter with photos of senior swimmers will be emailed to all CSI members in good standing and posted the CSI website once a year. The swimmer or club must provide the photos to the CSI office before the established deadline.

#### **CSI Web Site**

The CSI web site should contain:

- Current news
- Time standards
- Meet information
- Meet results
- Online database of recorded times
- Officials section
- Forms
- Downloads for meet hosts
- General education documents and articles
- Club contact information

The web site must comply with the CSI Privacy Policy.

### **CSI Privacy Policy**

**BE IT RESOLVED THAT** the 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 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.

### **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-chairman (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.

## **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 Colorado Swimming, Inc. 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 Chairman may take additional action or may refer the matter to the Board of Review for appropriate action.

### **Authorizations**

Annually the General Chairman 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

### **Financial Reports**

- The Finance Chairman 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:

- a. Defines the investment goals and objectives of The Portfolio
- b. Documents the material facts considered and the process used to arrive at the investment decisions reached
- c. Establishes an asset allocation and investment management strategy designed to have a high probability of meeting the goals and objectives of The Portfolio
- d. Establishes a disciplined decision-making process to be followed by the investment advisors in implementing the investment strategies decided upon
- e. Establishes a criteria for evaluating the success of the investment management of The Portfolio

- f. 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 earn inflation plus 3%.

#### 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.

#### 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.

4. 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.

### **Athlete Travel Fund Policies**

The Finance committee recommends athlete reimbursement policies to the Board of Directors.

### **CSI Software**

All software purchased for CSI is strictly for the sole use of the Office and Executive Secretary, Times Coordinator, Age Group Chairs, Technical Planning Chair, and our championship state meets, which includes Silver State, Seasonal State, Senior, Open Water, and SC and LC State meets.

### **CSI Logo**

Members must obtain permission from the Executive Secretary 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.

### **Roles**

### **Officials**

#### **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 Chairman shall appoint:

- o Clinic Instructors
- o Zone Officials Chairs
- o Officials Coordinator
- o 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 Chairman'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 Chairman 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 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 three 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.

#### Levels of certification

CSI currently certifies Swimming officials at six levels: Stroke & Turn Judge, Starter, Deck Referee, Meet Referee, Administrative Referee and Administrative Official. In some case, certification at each subsequent level indicates proficiency at the previous level. One may remain at any level; advancement is encouraged, but not required. The certification is valid for one year, expiring December 31<sup>st</sup>. Renewals after September 1<sup>st</sup> are valid until December 31<sup>st</sup> of the following year. Three steps are required to become certified at any given level (clinic, training, examination)

Individual consideration in any of the positions including advancement, may be made upon the approval of the Official's Chair.

#### 1. Stroke & Turn Judge

a. Clinic: Prospective officials are required to attend an approved in person CSI sponsored or Official's Chair approved Stroke & Turn clinic and then may begin their on deck training hours. The prospective official must also complete and submit the application for non-athlete membership to USA Swimming within sixty (60) days of the clinic.

b. Prior to completion, the prospective official is required to complete the Athlete Protection Training (APT) and the Level 2 Background Check.

c. Deck Training: An on-deck training experience, under the supervision of certified officials, is an essential part of the certification process. Prospective officials learn: (a) how to apply and interpret the technical rules during actual competition; (b) how to effectively communicate with swimmers, coaches, and meet personnel; and (c) the proper demeanor and conduct expected of an official during a swimming competition. The goal is to provide all swimmers at all levels of competition fair and consistent officiating. A minimum of twenty-four (24) hours deck training time, within twelve (12) months of completing the clinic, under the supervision at least three (3) different Senior officials, and at a minimum of three (3) different meets, is required before anyone is considered for certification as a stroke and turn official..

d Examination: Before completion of the training hours, the prospective officials must complete the open book examinations for Stroke and Turn and Timer. All exams must be completed with passing scores of 80% or better on each exam.

e. Certification at this level may be granted upon completion of the above requirements. The training log shall be forwarded to the Zone Official's Representative for signature and forwarding to CSI. Failure to accomplish the above within the twelve (12) month period requires repeating the initial clinic, deck hours, and successful (80%) re-examination.

#### 2. Starter

a. Prerequisite: After completion of all requirements and a full twelve (12) months as a certified S&T official\*\*, a Stroke/Turn

official is eligible to advance to Starter. Verification of standing by the Official's Coordinator is also required.

b. Clinic: Attendance at an in person CSI sponsored or Official's Chair approved Starter Clinic is required before starter training can commence.

c. Deck Training: Training must be with a minimum of three (3) different Senior referees (one (1) from out of the trainee's Zone), at a minimum of three (3) different meets and a minimum of twenty-four (24) hours on deck within a period of twelve (12) months. The trainee must also work in the capacity of Chief Judge for at least two (2) sessions during the twelve (12) month training period.

d. Examination: The applicant must successfully complete the Starter exam with a minimum score of 80%

e. Certification at this level may be granted upon completion of the above requirements and receipt of favorable recommendations from three (3) Senior meet referees. The training log shall be forwarded to the zone official's representative for signature and forwarding to CSI. Failure to accomplish the above requires repeating the Starter clinic, deck hours, and successful (80%) completion of the exam.

### 3. Deck Referee

a. Prerequisite. Once an official has been a certified Starter for twelve (12) full months *and has served as a Starter for 7 sessions at more than one meet* they are eligible to advance to Deck Referee. Verification of standing by the Official's Coordinator is also required.

b. Clinic: Attendance at an in person CSI sponsored or Official's Chair approved Deck Referee Clinic is required before on deck training can commence.

c. Deck Training: Following the clinic, the trainee must be evaluated by three (3) different Senior referees, (one (1) from out of the trainee's Zone), at a minimum of three (3) meets of various levels, for a minimum of twenty-four (24) hours. This training must be completed within a period of twelve (12) months.

d. Examinations: There are six (6) exams that must be passed at an 80% or better score on each exam. The required exams are Stroke & Turn/Timer, Clerk of Course, Administrative Official, Starter, Referee and Admin Referee.

e. Certification at this level may be granted upon completion of the above requirements and receipt of favorable recommendations from three (3) Senior meet referees. The training log shall be forwarded to the zone official's representative for signature and forwarding to CSI. Failure to accomplish the above requires repeating the Deck Referee clinic, deck hours, and successful (80%) completion of the exam.

### 4. Meet Referee

4(1). Junior Meet Referee. The Deck Referee, once certified, may be approved as a Meet Referee for small timed finals meets, (300 swimmers or less), after shadowing a senior Meet Referee for one full meet and receiving their recommendation.

4(2). Senior Meet Referee.

Prerequisites: *To become eligible to advance to Senior Meet Referee, an official must have been a certified Deck Referee for at least a full twelve (12) months and served 12 sessions at the Deck Referee position. In addition, the official must serve as a Jr. Meet Referee for 5 meets.* Verification of standing by the Official's Coordinator is also required. *The Official's Chair may waive this provision.*

b. Clinic. One must attend an in-person CSI sponsored Meet Referee clinic.

c. Deck Training: *After completion of the prerequisites, the trainee must shadow at least three (3) different Senior Meet Referees for a minimum of twelve (12) sessions in the course of three (3) meets, one of which must be a Prelim / Final Meet.* This is to be accomplished within 18 months. At least one meet must be out of the official's zone. The trainee shall then work as Co-Meet Referee with a Senior Meet Referee for a minimum of two (2) meets.

d. *The trainee must be an active member of a CJ team at a Prelim/Final meet for four sessions.*

e. *The Trainee must shadow an Administrative Referee at a Prelim /Final National Scratch Rule meet for a minimum of 1 day*

f. Certification at this level may be granted upon completion of the above requirements and receipt of favorable recommendations from three (3) Senior meet referees. The Officials Chair must certify the completion of the training with the recommendation of their CSI Zone Officials Representative.

### 5. Administrative Referee

a. Prerequisites: One must be a certified Senior Meet Referee.

b. Clinic: The AR trainee must attend an in person CSI sponsored or Official's Chair approved clinic, taught by CSI approved AR trainers or certified ARs from another LSC.

- c. Deck Training: The AR trainee must work at least one (1) prelims/finals meet, shadowing a certified AR before recommendation to be certified is allowed.
- d. Examination: The AR trainee must pass the Administrative Official exam with a score of at least 80%.
- e. Certification at this level may be granted upon the completion of the above requirements and the receipt of favorable recommendation from the CSI approved AR trainers and the Official's Chair.

#### 6. Administrative Official (AO)

Anyone desiring to work the "dry" side of swimming can begin this process by becoming an administrative official (AO).

- a. Clinic: The AO trainee must attend an approved in person CSI sponsored or Official's Chair approved AO1 level Clinic.
- b. Prior to completion, the prospective official is required to complete the Athlete Protection Training (APT), the Level 2 Background Check, and become a non-athlete member of USA Swimming.
- c. Deck Training: The AO apprentice must shadow a certified AO at a minimum of two (2) meets. This must be accomplished within twelve months of completion of the clinic.
- d. Examination: The AO trainee must pass the open book Administrative Official exam with a score of at least 80%.
- 6. Certification at this level may be granted upon the completion of the above requirements and the receipt of favorable recommendation from a certified AO. The training log shall be forwarded to the zone official's representative for signature and forwarding to CSI. Failure to accomplish the above within the six (6) month period requires repeating the initial clinic, training hours, and successful (80%) re-examination.

#### Transfer from another LSC

Upon the recommendation of the Officials Chairman from the individual's previous LSC, and the written recommendation of two CSI certified Referees who have observed the official in question, certification at an equivalent level may be granted by CSI.

#### Re-certification and renewal

According to USA Swimming policies and procedures, any non-athlete registrant must complete a biennial background check and Athlete Protection Training (APT) course.

All non-athlete registrants must renew their non-athlete registration annually.

After the first full calendar year, and any following year the renewal of an official's certification is granted upon completing one of the following session and re-training requirements within each calendar year:

- . Officials working 20 or more sessions in a calendar year must complete the Stroke and Turn Recertification Exam with a score of 80% or higher. It is recommended but not required the official attend a stroke and turn clinic, watch the USA Swimming Stroke and Turn videos or attend an Officials Qualifying Meet at least once every two (2) years

- a. . Officials working between 10 and 19 sessions in a calendar year must either attend a Stroke and Turn Officials Clinic, attend the pre and post session briefings for any three sessions (singular or in aggregate) at an Officials' Qualifying meet (OQM) or CSI Sponsored Meet, or watch the USA Swimming Stroke and Turn videos.

- b. The official must also complete the Stroke and Turn Recertification Exam with a score of 80% or higher.

For officials working nine (9) sessions or less within a calendar year after gaining their initial certification they must attend an in person CSI sponsored or Official's Chair approved Stroke and Turn Clinic, complete the Certification Stroke and Turn/Timer exam with a score of 80% or higher. For officials working nine (9) sessions or less for the second consecutive year they must attend an in person CSI sponsored or Official's Chair approved Stroke and Turn clinic, complete the Stroke and Turn/Timer exam with a score of 80% or higher and complete a minimum of eight (8) hours on deck training.

Training time for advancement will count towards the annual session's requirement for recertification at the current level.

#### **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 decertification can occur are;

1. Professional qualifications.
2. Professional misconduct.
3. 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 Chair, the Officials Coordinator, and the Officials Chair must be notified of, and approve, the date and time of the clinic. In the case of referee and starter clinics, a list of the attendees must be provided to the Certification Coordinator for approval prior to the clinic being held. 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 Colorado Swimming, Inc. or has been approved by the CSI Officials Chair. The clinic information shall be that currently in use and approved by the Official's Committee. Information concerning the clinic must be included in the meet announcement and posted on the Colorado Swimming web site. 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:

- a. Check-in: All officials, including trainee officials, should arrive at the pool before the start of 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.
- b. 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.
- c. 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.
- d. Pre-meet warm-up: It is the responsibility of the Safety Coordinator from the host club(s) to assign a sufficient number of Marshals to adequately supervise all areas of the competition venue, to insure that all CSI safety rules are enforced. These Marshals shall be under the direct supervision of the Meet Referee 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.
- e. 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.
- f. NTV observers: Certified officials may be asked to serve as NTV 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 NTV observer is responsible for verifying that eligible swims are legal according to relevant USA Swimming technical rules. The procedure followed at observed meets requires the NTV observers to watch every individual swim and only the lead-off swimmer on the 200 Freestyle and 400 Freestyle 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 two 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. NTV 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 official's 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, navy blue pants, shorts, skirts or skorts. At competitions where the format is a prelims/finals setup, for the finals portion, only navy blue long pants or skirts/skorts are allowed. The dress for Finals may be modified at the discretion of the meet referee. Officials must display their current registration cards at all times while on the pool deck. At national and national championship level meets, the uniform and credential display procedures may be different. The USA Swimming logo shirt is available from two sources: (a) the USA Swimming National Office, One Olympic Plaza, Colorado Springs, CO 80909, phone 719-866-4578, and (b) the Land's End catalog, where any white or navy blue clothing item may be ordered with a USA Swimming embroidered emblem for an additional charge. 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 Chairman/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 Chairman/Committee. The designation of OQM meets and appointment of the Meet Referee is the responsibility of the LSC Official's Chair.

## **Athletes**

**Section 220504 of the 1978 Amateur Sports Act as amended in 1998 ensures that the membership and voting power held by such amateur athletes is not less than 20 percent of the membership and voting power held in the board of directors of the corporations and in the committees and entities of the corporation.** Senior Male/Female, Junior Male/Female Athlete Representatives, and two Seasonal Representatives are elected by the athletes. 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.

## **Athlete 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.

## **Athlete 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 annual USA SWIMMING convention, 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 Nominating Committee if they would like to have their name on the ballot at the House of Delegates elections

## **Coaches**

### **Coach 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. In addition, the Senior Coach Representative is part of the CSI delegation to the annual USA Swimming convention. CSI is committed to sustaining or increasing this level of coach representation.

### **Coach 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 4.1.4 of 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 manner and kinds of disputes that may arise among its members in connection with the sport of swimming.

## **Glossary**

### **Swim Guide**

#### **Safety Action Plan -**

**Facility Emergency Plan** - a plan that has been developed by the facility and consists of procedures to be followed when accidents or emergencies occur

**Emergency Action Plan** - a plan that consists of procedures to be followed when accidents or emergencies occur

#### **Swimming Programs**

**Sanctions Committee** - is responsible for sanctioning or approving swim meets and consists of the Sanctions Chair, Officials Chair, and Technical Planning Chair

**Sanction** - a permit issued by an LSC to a USA Swimming group member to conduct an event or meet (see Article 202 in the USA Swimming rule book)

**Approved meet** - a designated meet conducted by member organizations and organizations other than USA Swimming member clubs and LSC's from which swimmers may use their times as USA Swimming qualifying times. A certified USA Swimming referee must be present to attest that the conduct of the competition conforms to all relevant USA Swimming rules and meet standards (see Article 202 in the USA Swimming rule book).

**Observed meet** - a designated meet conducted by organizations other than USA Swimming member clubs and LSC's using technical rules other than 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.

**Open competition** - meets that are requested by member clubs, organizations, or non member clubs, and approved by the Sanctions Committee or CSI Board of Directors for the annual CSI meet schedule. Meets hosted by member clubs that are not closed competition, and add "Invitational" to the name of the meet simply to control the number of member clubs attending, fall under the same guidelines as open competition.

**Closed competition** - meets that are requested by member clubs, organizations, or non-member clubs which are open only to a specific group or organization. They must be sanctioned or approved by the Sanction Chairman 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.

**Timed Finals** - all kinds of events in which the athlete(s) swim once, receive a time and place. These may include distance and relay only events.

**Prelim-Finals** - events where the athlete swims once to qualify to swim a second time

**Eliminator events** - events where an athlete may have multiple swims, each time to qualify to swim again until all the swimmers have been eliminated except the top two.

**Postal Meets** - a set of events are run at different pools on the same day and times are submitted for scoring at a central location

**NTV** - a National Times Verification card (NTV) is a certificate verifying that a swim has met the qualifying standard for any USA Swimming meet that requires an NTV

**Technical Planning Committee** - is made up of the Technical Planning Chair, an Athlete Member, the Official member, and at least four (4) additional members of whom at least fifty percent (50%) shall be Coach Members. The Athlete Member and the additional members shall be appointed by the General Chair with the advice and consent of the Board of Directors.

**Times Committee** - is made up of the NTV Chair, Top 16 Chair, Registration Chair, and Meet Times Processor. The Committee Chair is appointed by the General Chair with the advice and consent of the Board of Directors.

#### **Geographic Zone Meet -**

#### **League Meet -**

**Good Standing** - The status of a CSI member who is neither suspended nor restricted in their duties, who is registered with USA Swimming, and who has maintained the proper ancillary requirements associated with their position in the organization.

#### **Corporate Organization**