



**CENTRAL IOWA AQUATICS**  
**HANDBOOK FOR PARENTS/GUARDIANS AND**  
**SWIMMERS**  
**August 2021**

**#WeAreCIA**

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# Central Iowa Aquatics (CIA) Introduction

## Welcome to CIA

We are a year-round swim team formed by families and swimmers in the Greater Des Moines area designed to improve the level of competitive swimming in the central Iowa area. CIA is committed to helping athletes of all ages and abilities reach their competitive swimming potential. Our athletes are part of a professionally coached team that promotes achievement, physical fitness, social development and having fun. The success of CIA at the local, state and national level reflects the dedication of our swimmers, commitment of our coaching staff and the involvement of our parent/guardians and volunteers.

## Mission and Vision Statement

**Mission Statement:** To provide an opportunity for young people to participate in a wholesome, lifelong, recreational and competitive sport by providing a safe, healthy and positive environment for its athletes. CIA will deliver a high-quality comprehensive training program which allows swimmers to achieve their potential in swimming. The club will promote a culture of good sportsmanship which fosters respect for teammates, coaches and competitors.

**Vision Statement:** To achieve consistent dominance in Iowa Swimming with a culture of loyalty, respect, integrity, and fun. CIA will be recognized by the community as a good citizen, and THE PLACE for competitive swimming. CIA will be viewed as a club which consistently produces athletes who continue swimming in college. CIA will continue to develop a culture that results in durable team pride, based on our core values; team loyalty, integrity, competition and hard work.

## Organization

Central Iowa Aquatics was founded in 1995 by a group of parent/guardian volunteers interested in improving competitive swimming in the Des Moines metro area. We are a private, not-for-profit (501.3c) organization. The club is a member of Iowa Swimming Inc (IASI) which in turn is a member of USA Swimming (USA-S). A Board of Directors governs CIA. Voting board positions include President, Vice-President, Treasurer, Secretary, Meet Director, Fundraising and Safety Policy/Communications. All board members are volunteers and serve two-year terms, beginning April 1. Elections are held annually with approximately half the board up for election in any given year. The monthly board meetings are posted on the team website and open to all members of CIA.

## Safe Sport Program

USA Swimming is committed to fostering a fun, healthy, and safe environment for all its members. The Safe Sport program is a mandatory program providing education, policies, a reporting structure and tools to serve our athletes, parents and coaches in fostering and promoting this environment. In addition, CIA swimming has individual athlete, parent and coach codes of conduct that strictly follow USA Swimming policies and promote a positive and productive atmosphere for our athletes. If you have question about the Central Iowa Aquatics and USA Swimming Safe Sport program, contact the CIA Safety board member at [safety@centraliowaaquatics.org](mailto:safety@centraliowaaquatics.org).

## Introduction to Swimming

### Swim Seasons

Swimming is unlike many other sports in that it has two seasons, the summer or long course season, and the winter or short course season. Since swimming is a year-round sport it demands full-time coaching.

- During the fall and winter months swimmers compete indoors in a 25-yard pool called a short course pool. The 25-yard distance is referred to as the Short Course Yards (SCY) distance. This is the distance high school and colleges compete.
  - **Short Course Yards (SCY) Season;** September thru early March with State Championship meet typically in mid/late February. Actual season length can vary based on age and training group.
- During the late spring and summer months swimmers may swim outside in a 50-meter pool called a long course pool. The 50-meter distance is referred to as the Long Course Meter (LCM) distance. This is the distance swimmers in the Olympics swim.
  - **Long Course Meters (LCM) Season;** April thru early August with the State Championship meet typically in late July. Actual season length can vary based on age and training group.

## Swimming and Competition 101

The four competitive swimming strokes are freestyle, backstroke, breaststroke and butterfly. The combination of all four strokes is called the individual medley.

In freestyle events, the competitor may swim any stroke. The stroke most used is sometimes called the crawl, which is characterized by the alternate stroking of the arms over the surface of the water surface and an alternating (up-and-down) flutter kick.

Backstroke consists of an alternating motion of the arms with a flutter kick while on the back. On turns, swimmers may rotate to the stomach and perform a flip turn and some part of the swimmer must touch the wall. The swimmer must finish on the back.

The breaststroke requires simultaneous movements of the arms on the same horizontal plane. The hands are pressed out from in front of the breast in a heart shaped pattern and recovered under or on the surface of the water. The kick is a simultaneous somewhat circular motion like the action of a frog. On turns and at the finish, the swimmer must touch the wall with both hands simultaneously.

Some consider the butterfly to be the most beautiful of the strokes. It features a simultaneous recovery of the arms over the water combined with an undulating dolphin kick. In the kick, the swimmer must keep both legs together and may not flutter, scissors or use the breaststroke kick. Both hands must touch the wall simultaneously on the turns and the finish.

The individual medley (IM) features all four strokes. In the IM, the swimmer begins with the butterfly, then changes after one-fourth of the race to backstroke, then breaststroke and finally freestyle.

Participants compete in different age groups and meets depending on their achievement level and how old they are on the first day of the meet. Traditionally recognized age groups are 10 and under, 11-12, 13-14, 15-16, 17-18. Many local meets feature 8 and under, single age groups, or senior events.

[USA Swimming \(USA-S\)](#) sponsors national competition in the United States. USA-S divides geographically into four [Local Swimming Committees \(LSC\)](#). There are other groups that sponsor swimming such as community education, YMCA's and school districts. However, USA-S is the only organization structured into clubs which sponsors swimmers from beginning levels to international competition. CIA is a member of USA-S and the Iowa affiliate, [Iowa Swimming Inc \(IASI\)](#) within the Central LSC.

### Officials and Timers

Officials are required at all competitions to observe the swimmers complying with the rules of each event and stroke. Here is a link to the [USA Swimming Rules and Regulations](#). Anyone interested is encouraged to become certified and part of the USA Swimming Officials team regardless of swimming knowledge. For more information, contact any coach or board member. Timers are also required to ensure accurate times are recorded. Without officials and timers, the meets cannot happen which is why parent/guardian volunteers are essential.

## CIA Team Information

### Membership

The single most important requirement for being a member of CIA is the desire to become a part of a competitive swim team. The club does not limit participation to swimmers of a certain ability level. Rather CIA encourages swimmers of all ages, ability levels and experience to join the team, with the understanding that members always strive to improve. Membership requires the following:

- Ability to swim one length (25 yards) of the pool with a freestyle or crawl stroke.
- Complete the CIA registration form which includes our Athlete and Parent/guardian Code of Conduct and other CIA and USA Swimming policies.
- Obtain a USA-Swimming membership which is renewed annually. Swimmers transferring from another club will be attached to CIA however, transferring swimmers will be Unattached-CIA at swim meets for a period. USA registered swimmers not attached

to CIA except for transferring swimmers or guest swimmers, may not practice with the team unless approved by the head coach.

- Payment of all fees, including any past dues. CIA policy is that all dues are payable at registration or the first practice of each month a swimmer attend. If a bill is 60 or more days delinquent swimmers will not be allowed to swim until their bill is paid. Fees for new swimmers are not discounted.
- Swimmers without a current USA-Swimming registration are prohibited from practicing for insurance purposes.

### Athlete Code of Conduct

The purpose of this code is to promote the best possible individual, team and program which supports the development of first-class citizens. All athletes are expected to abide by this code. Registering with CIA assumes an agreement to comply with our Athlete Code of Conduct below.

1. Good sportsmanship will be displayed at practice and in meets as well as whenever representing CIA. This includes supporting CIA's core values; team loyalty, integrity, competition and hard work as well as behaving with respect, grace and dignity in both victory and defeat.
2. Respect team members, competitors, coaches, officials, administrators, parent/guardians, public property, club property and personal property.
3. Comply with instruction and directions from the coaches and officials, only coaches' coach.
4. Never interfere with the progress or performance goals of a swimmer during practice or otherwise.
5. Athletes shall contribute to the setup and tear-down of all practices which includes active participation daily.
6. All members of the team will protect and improve the club's excellent reputation within the swimming community.
7. Any activity which jeopardizes CIA's insurance coverage, terms of pool use, or membership in USA Swimming and/or Iowa Swimming Inc. is strictly prohibited.
8. Athletes will wear CIA swim caps when competing for CIA. Suits, caps and other clothing with other team name/logo may not be worn when representing CIA in competition or at awards ceremonies.
9. During competitions, any questions or concerns regarding decisions made by meet officials or our coaches must be directed to the CIA head coach.
10. Inappropriate or destructive behavior will not be tolerated including; using abusive language, profane language, language of a sexual nature, inappropriate gestures, harassment, bullying, lying, stealing, or vandalism.
11. Illegal possession, transportation, and/or use of alcohol, drugs, tobacco or weapons is strictly prohibited.
12. Bring problems, concerns, or constructive criticism to the head coach, board president or another board member.
13. All swimmers must abide by the USA Swimming Code of Conduct and the applicable portions of the following USA Swimming/CIA Policies below.
  - Minor Athlete Abuse Prevention Policy (MAAP)
  - Anti-Bullying Policy
  - Photography Policy

### Parent/Guardian Code of Conduct

As the parent/guardian of a swimmer and member of Central Iowa Aquatics, it is expected all parent/guardians abide by our code of conduct. Registering with CIA assumes an agreement to comply with our Parent/Guardian Code of Conduct below.

1. Practice teamwork with all parent/guardians, swimmers, and coaches by supporting CIA's core values of team loyalty, integrity, competition and hard work.
2. Practice restraint by not coaching or instructing the team or any swimmer at practice or meets, and by not interfering with coaches on the pool deck.
3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my athlete, other swimmers, other parent/guardians, volunteers, officials and coaches at meets and practices.
4. Understand that non-constructive criticism, name calling, use of abusive language, gossip, and/or gestures directed toward the coaches, officials, other parent/guardians, and/or any participating swimmers will not be tolerated.
5. Enjoy involvement with CIA by supporting the swimmers, coaches, and parent/guardians with positive communications and actions.
6. Assimilate into the Central Iowa Aquatics culture and actively participate in a volunteer role supporting the team and our athletes.
7. During competitions, any questions or concerns regarding decisions made by meet officials or our coaches must be directed to the CIA head coach.

8. Bring any problems, concerns, or constructive criticism to the board president.
9. All parent/guardians must also abide by the USA Swimming Code of Conduct and the applicable portions of the following USA Swimming/CIA Policies below.
  - o Minor Athlete Abuse Prevention Policy (MAAP)
  - o Anti-Bullying Policy
  - o Photography Policy

Sanctions: Should you conduct yourself in such a way that brings discredit or discord to Central Iowa Aquatics, Iowa Swimming Inc, and/or USA Swimming, You voluntarily subject yourself to disciplinary action. As a private swim team, Central Iowa Aquatics maintains the right to terminate any membership with or without cause in the interest of our vision, mission, and objectives.

### Coaches Code of Conduct

The purpose of this code of conduct is to establish common expectations for all members of the coaching staff. It is to be used as a guide to continue promoting a positive team environment and good sportsmanship.

1. At all times, adhere to USA Swimming's rules and code of conduct.
2. Set a good example of respect and sportsmanship for participants and fans to follow.
3. Act and dress with professionalism and dignity in a manner suitable to their profession.
4. Respect officials and their judgment and abide by the rules of the event.
5. Treat opposing coaches, participants and spectators with respect.
6. Instruct participants in sportsmanship and demand that they display good sportsmanship.
7. Coach in a positive manner and do not use derogatory comments or abusive language.
8. Win with humility and lose with dignity.
9. Treat every athlete fairly, justly, impartially, intelligently and with sensitivity.
10. Always place the well-being, health and safety of swimmers above all other considerations, including developing performance.
11. Continue to seek/maintain professional development in all areas related to coaching and teaching children.
12. Always maintain a professional separation between coach and athlete.
13. Abide the rules of all facilities utilized by CIA.

Any complaints of a coach violating this code of conduct will be brought to the attention of the head coach and/or the CIA board.

### Discipline Policy

As part of the commitment to our Athlete, Parent/Guardian and Coaching Code of Conducts, the following procedures are in place to resolve grievances. The procedures are intended to:

- Place primary responsibility with the CIA coaches and if necessary, the CIA board to resolve disputes between individuals and take necessary disciplinary action regarding any violations of the code.
- Provide timely and equitable procedures for the review of the coaches' disciplinary decisions and for addressing issues regarding coaches' conduct.

Coaches have the initial responsibility to discipline individuals for inappropriate conduct. It is expected that the coaches will use their reasonable discretion when imposing appropriate discipline and that any disciplinary action will consider (1) the nature and severity of the conduct, (2) any prior disciplinary actions regarding the individual, (3) the adverse effect of the conduct on other members of the team, and (4) the application of the Code of Conduct.

Examples of disciplinary action include verbal warning, removal from a practice, notification to an athlete's parent/guardians, suspension from some or all CIA activities, up to and including expulsion from CIA. These examples are not exclusive, and it is expected that the coaches will exercise their discretion to fashion an appropriate disciplinary action, including consultation with the head coach, affected parent/guardians, and the board in the case of extraordinary disciplinary action. However, the coaches will take any immediate action that is necessary/appropriate under the circumstances to ensure athlete safety.

Any behavior which poses a safety threat or disrupts a scheduled activity will result in immediate ejection from the facility for that day. The general escalation procedure is as follows; however, as stated above, this is at the coach's discretion and may not occur in this order:

- **Verbal Warning** - The coach will notify the individual of the issue as soon as possible after the incident occurs. The coach will also tell the individual the correction for the behavior. A notification may also be given to the parent/guardians.
- **Suspension** - More serious or recurring incidents will result in temporary suspension from the practice, meet, activity, or team. The suspension may be removal from a practice, meet, activity, or team for that day or longer. Notification will be given to the parent/guardians. No refund will be given. Any extra expenses will be the responsibility of the individual, his/her parents, or legal guardians.
- **Expulsion** - If the above actions do not remedy the situation, or the situation is deemed severe enough, the individual may be expelled from CIA. Expulsion requires the approval of the head coach and the board. No refund will be given. Any extra expenses will be the responsibility of the individual, their parents or legal guardians.

Central Iowa Aquatics athletes, coaches, officials, administration, and parent/guardians are all expected to follow the Code of Conduct. Failure to follow the code may result in disciplinary action up to and including employment or membership termination. If an athlete, coach, official, administrator, or parent/guardian conducts themselves in such a way that brings discredit or discord to Central Iowa Aquatics, Iowa Swimming Inc, and/or USA Swimming, that individual voluntarily subjects themselves to disciplinary action. As a private swim team, Central Iowa Aquatics maintains the right to terminate any membership with or without cause in the interest of our vision, mission, and objectives.

### Swim Group Overview

CIA offers training and practice groups for swimmers of all ages and ability. The goal is to offer age specific training for all our athletes geared towards challenging and developing them to the best of their abilities. For questions about which training group is the best fit please contact the CIA coaching staff for more information. Swimmers will be placed into one of the groups below based on assessed abilities and maturity.

#### **Intro Group**

The Intro Group is for swimmers just out of swim lessons who know both freestyle and backstroke. Seasonal fees are not charged for swimmers in this group. Registration is a monthly commitment, and no refunds are offered except in rare unforeseen circumstances and only after board approval. This group is all about keeping it fun!

- **Eligibility requirements:**
  - Ability to do both backstroke and freestyle with side breathing for 25 yards.
  - Swimmers must demonstrate the maturity to train.
- **About the group:**
  - Butterfly and breaststroke will be taught in this group. Technique in all four strokes starts and turns. Dry-land introduction. Learn basic stroke drills.
  - Workouts: 2 x 1 hours/week offered
  - Major Goals: Preparation to advance to the next group. Basic use of pace clock: 5-sec. intervals, etc. Ability to complete knowledge of all four competitive strokes. Develop legal turns in all strokes. Attend meets.

#### **Age Group 4**

This group is the first step in the Age Group progression. It is for swimmers who know all four strokes but are new to competitive swimming. Seasonal fees are charged for swimmers in this group and are a commitment for the entire season. We ask swimmers in this group to attend local meets. This group is also all about keeping it fun!

- **Eligibility requirements:**
  - Ability to swim all 4 competitive strokes.
  - Swimmers must demonstrate the desire to improve.
- **About the group:**
  - Emphasis on stroke & skill development, along with instruction of competitive swimming rules. Kicking, breathing patterns and starts introduced.
  - Workouts: 5 x 1 hours/week offered
  - Major Goals: Legal 100 IM. Basic use of pace clock: 5-sec. intervals, etc. Develop legal turns in all strokes.
  - Swimmers must adhere to the designated meets prescribed by the coaching staff and follow the plan targeting success for the swimmer and the team.

### Age Group 3

The second phase of the Age Group progression builds on the first phase. Age Group 3 swimmers may already have competitive swimming experience. The emphasis for the group is stroke development and refining of skills in a positive and fun environment. Seasonal fees are charged for swimmers in this group and are a commitment for the entire season. Training principles are introduced and regular participation in USA Swimming meets is encouraged.

- **Eligibility requirements:**
  - Swimmers age 10 & under, age 11-12 if new to the sport
  - Ability to swim all four strokes and legal 100 IM
- **About the group:**
  - Kicking sets (including dolphin kicking) will receive greater emphasis. Breathing skills/technique in all strokes are stressed (bilateral breathing, etc.). Starts and turns will be part of the weekly plan.
  - Workouts: 5 x 1.25 hours/week offered
  - Major Goals: Basic use of the pace clock, leaving at intervals, when to start your next swim, etc. Improving turns will be stressed: use of the dolphin kick, underwater pull in breaststroke, backstroke dolphin, etc. Develop good IM swimming. Swimmers will be taught their best times and to swim for personal improvement.
  - Swimmers must adhere to the designated meets prescribed by the coaching staff and follow the plan targeting success for the swimmer and the team.

### Age Group 2

This is the third group in the Age Group pathway with a continued focus on stroke development and refining technique with positive and supportive coaching. Seasonal fees are charged for swimmers in this group and are a commitment for the entire season. In this group training principles and aerobic conditioning continue to advance and regular participation in USA Swimming meets is highly encouraged.

- **Eligibility requirements:**
  - Swimmers age 9 to 12
  - Competence in all 4 strokes and IM
- **About the group:**
  - Attendance and improved performance during conditioning sets are stressed. Stroke technique and racing skills are prioritized.
  - Workouts: 6 x 1.5 hours/week offered
  - Major Goals: Knowledge of personal best times and improvement of those times throughout the year; develop technique and endurance base. Major meets include Silver Champs and the Age Group State meet
  - Swimmers must adhere to the designated meets prescribed by the coaching staff and follow the plan targeting success for the swimmer and the team.

### Age Group 1

The Age Group 1 Group continues to focus on stroke development and refining skills. Aerobic conditioning begins to advance all the while in a fun and challenging environment. Seasonal fees are charged for swimmers in this group and are a commitment for the entire season. Regular participation in USA Swimming meets is highly encouraged.

- **Eligibility requirements:**
  - Swimmers age 10-13,
  - Must have ability to complete 8x100 SCY Free/1:45 with flip turns, 8x100 SCY IM/ 2:00 with legal appropriate turns, 8 x 100 kick flutter or dolphin on 2:15
- **About the group:**
  - Swimmers should be ready for stroke, start and turn refinement. There is a continued focus on breath control and use of the dolphin kick while training and racing.
  - Basic stroke and kicking drills are reinforced, and conditioning becomes a more important factor in workouts.
  - Develop the ability to swim "sets". Basic use of pace clock: send-offs, 5-sec intervals, etc.
  - Workouts: 6 x 1.75 hours/week offered
  - Swimmers participate in basic dryland exercises.
    - Major Goals: Knowledge of personal best times and improvement of those times throughout the year. Major meets include the Silver State and ISI Age Group State. Participants are expected to train regularly to make a transition into the Senior Prep group.
  - Swimmers must adhere to the designated meets prescribed by the Coaching staff and follow the plan targeting success for the swimmer and the team.

### Senior Prep

The Senior Prep Group will build upon their skills and training from the previous group with a continued concentration on stroke technique and additional focus on endurance, this group also emphasizes a fun and challenging environment. Seasonal fees are charged for swimmers in this group and are a commitment for the entire season. Regular participation in USA Swimming meets and age group state meets is highly encouraged.

- **Eligibility requirements:**
  - Swimmers in 7<sup>th</sup> and 8<sup>th</sup> grade and have extensive experience in competitive swimming.
  - Can swim 10 x 100 Free @ 1:30 SCY, 10 x 100 IM @ 1:45 SCY and 10 x 100 kick flutter or dolphin on 2:00.

- Swimmers must be in good health and have the training base necessary for the group.
- **About the group:**
  - This is the top of our Age Group program and the first step into Senior swimming; expectations are high for the Senior Prep swimmer.
  - Workouts: 6 x 1.75 hours/week offered, with a minimum of 4 attended practices per week.
  - Individual and group goals will be established with a plan towards ownership of those goals and accountability as a group. Leadership will also be introduced.
  - Swimmers must adhere to the designated meets prescribed by the coaching staff and follow the plan targeting success for the swimmer and the team. State participation is mandatory.
  - Major Goals: ISI State Champs, Zone Championships, Sectionals if qualified. Develop workout and stroke improvement goals. This group has a special dedication to the sport of swimming. Hard work and fun are emphasized.
  - Workouts: 5,000+ yards per workout, 6 workouts per week, up to 10+ hrs. pool time plus dryland.

## **Senior 2 Group**

The Senior 2 Group is designed for swimmers preparing for state and local meets. Swimmers must be in at least 9<sup>th</sup> grade to participate. Seasonal fees are charged for swimmers in this group and are a commitment for the entire season.

- **Eligibility requirements:**
  - Swimmers must have the ability to train in all four competitive strokes.
  - The Senior 2 group swimmers must display a positive and respectful attitude, be accountable, and be committed to the process. They must be a true teammate and care about not only their own individual success, but their teammates' as well. The group dynamic and team culture is dependent on the expectation that each swimmer brings something important for the betterment of the group and the team.
- **About the group:**
  - Swimmers are offered up to 7 workouts per week and the opportunity to pursue and achieve goals on the local levels. The student-athlete in this group can balance commitments in other sports or activities. The attendance policy is consistent with what is needed to achieve their full potential. Swimmers must adhere to the designated meets prescribed by the coaching staff and follow the plan targeting success for the swimmer and the team.
  - Additional activities include drylands, swimmer/coach conferences, meetings, team activities, etc. Appreciate the value of long-term commitment, setting/achieving goals and support in making choices consistent with stated goals.
  - Major Goals: High School State, Silver State, and ISI State meets
  - Workouts: 5,000-7,000 SCM/workout, up to 12+ hrs. pool time/week plus dryland. The summer schedule offers additional opportunities and water time.

## **Senior 1 Group**

The Senior 1 Group is designed for swimmers committed to train for Sectional and National competition. Swimmers must be in at least 8<sup>th</sup> grade to participate. Seasonal fees are charged for swimmers in this group and are a commitment for the entire season.

- **Eligibility requirements:**
  - The swimmer must have the ability to swim 15x100 SCY Free/1:15, 15x100 SCY IM/1:25, and 10x100 SCY Kick/1:50.
  - Swimmers must have Senior Sectional Qualifying time. Entry into the group will be based on coaches' discretion.
  - Swimmers must be in good health, injury free and can train in all four competitive strokes. The SR 1 group swimmers must have the training base for entry into the group and by previously demonstrating consistent high attendance over the previous seasons.
  - Swimmers must display a positive and respectful attitude, be accountable, and be committed to the process. They must be a true teammate and care about not only their own individual success, but their teammates' as well. The group dynamic and team culture is dependent on the expectation that each swimmer brings something important for the betterment of the group and the team.
- **About the group:**
  - Swimmers are offered up to 8 workouts per week and the opportunity to pursue and achieve goals on the national levels. The student-athlete in this group needs to recognize that training at this level does not allow for full-time involvement in other sports or activities. The attendance policy is consistent with what is needed to achieve their full potential. Swimmers are expected to maintain a high attendance of a minimum of 90%. Swimmers must adhere to the designated meets prescribed by the coaches and follow the plan targeting success for the swimmer and the team.
  - Additional activities include drylands, swimmer/coach conferences, meetings, team activities, etc. Enjoy the process! Appreciate the value of long-term commitment, setting/achieving goals and support in making choices consistent with stated goals.
  - Major goals: Senior Sectionals, Futures Championships, Junior Nationals Championships, Senior National Championships, and Olympic Trials.
  - Workouts: 5000-7000 SCY/workout, up to 14+ plus hrs pool time/week plus dryland. The summer schedule offers additional opportunities and water time.

## **Supplemental Group**

The Supplemental Group is a sub-group of either Senior Group for current or past CIA swimmers who are swimming with a high school or college program and need supplemental training. Athletes will be charged at the Intro Group rate and are allowed up to 10 practice days per month. Seasonal fees are not charged for swimmers in this group. Registration is a monthly commitment, and no refunds are offered except in rare unforeseen circumstances and only after board approval. This group is only available as space permits and must be approved by the head coach prior to registering.

- **Eligibility requirements:**
  - Swimmers must have a current USA Membership and Mandatory Safe Sport training completed.
  - Be registered with CIA during the current season or previous season.
- **About the group:**
  - Swimmers are offered one or two workouts six days per week with the Senior groups. The student-athlete in this group can balance commitments with current high school or college swimming program. Attendance for the group cannot exceed 10 days of practice per month. Attending one or two practices a day uses one practice day and they cannot be split.
  - Swim meet attendance is not allowed in this group. To participate in meets the seasonal fee and Senior group fee must be paid. If the swimmer does choose this option, the current supplemental fees will be applied towards the Senior group fee as appropriate.

## Swim Meet Participation

### Philosophy of Competition

CIA works to develop well-rounded swimmers who can swim a variety of strokes, distances, and events. The coaching staff puts an emphasis on optimal performances during swim meets where it counts the most. Swimmers can expect to taper for those meets. Overall CIA emphasizes

- **Sportsmanlike behavior** - We expect swimmers to behave like champions whether they swim well or poorly. Coaches expect swimmers to show respect for officials and other competitors, encourage teammates, and display mature attitudes.
- **Personal improvement over the season** - Winning ribbons, medals, or trophies is not the main goal.
- **Swimmer feedback** - The coach's job is to offer constructive criticism of a swimmer's performance. The parent/guardian's responsibility is to provide the love and encouragement that bolsters their athlete's confidence.

### Swim Meet Schedule

Meet schedules are posted on the website. Our team hosts three meets each year and attends many others, both in Iowa and out-of-state. During meets, we encourage our athletes to focus on improving their times, achieving goals, and developing a championship attitude. All the meets we host/attend are sanctioned by USA Swimming, which ensures that consistent standards for meet conduct, officiating and safety are observed. Most meets take place on weekends and typically last 1-3 days. Meets are usually divided into two sessions per day, with specific age groups participating in each session.

### Information About Meets

Some meets are open to all swimmers while others require specific time standards to enter. The state swim meet would be an example of a meet that requires a specific time to participate. Swimmers work during each season to achieve the time standards for our state meets. There are also regional and national level meets with specific time standards for entry. Examples of those types of meets are;

- [Central Zones](#) – Regional level meet open to swimmers 14 and under.
- [Speedo Sectionals](#) – Regional level meet open to all swimmers with qualifying times.
- [Futures](#) – Regional level meet open to all swimmers with qualifying times.
- [Junior Nationals](#) – National level meet open to all swimmers with qualifying times.
- [Nationals/Olympic Trials](#) – National level meet open to all swimmers with qualifying times.

The coaching staff encourages swimmers to attend one to two meets monthly. They can recommend meets that will provide a positive yet challenging experience for individual athletes. Although parent/guardians/swimmers select the events to enter they can also discuss this with any of the coaches. Team members are strongly encouraged to participate in all home meets.

To help swimmers become their best, CIA encourages families to participate in the most competitive level of swimming available. Travel meets provide swimmers with experience competing against swimmers from other areas and are typically at a higher level of competition. Other benefits include:

- Gaining experience in prelims/finals competition
- Team bonding
- Learning responsibility and independence

## [Signing up for Meets and Relays](#)

When a meet invite is available, an email notification is sent once registration is open on the website. Meet information is posted on the CIA and meet sponsor website. The meet invitation explains the rules of a meet, entry limits and events offered so review the invite carefully before selecting events. If you have any questions, please reach out to a veteran parent or you can contact any of our coaches or board members.

Relays are an important part of competitive swimming. Relays can be a source of great teamwork because four swimmers must work together. Coaches determine the composition of the relays based on who has signed up for the meet. Relays are not listed on the preview info but on the meet info. If your swimmer is on a relay, please make sure they attend the meet because three others are relying on your athlete. Coaches determine the relays based on times and performance at practice.

Meet entry fees are automatically calculated and appear on your next electronic invoice. The meet entry fee includes a per-event charge for individual and relay events, ISI Splash fee, and CIA processing fee. The CIA processing fee covers relay fees and some meet-associated coaching costs. Some meets also charge a facility fee. If you enter after the meet deadline, late entry fees apply and are usually double the "per event" rate.

## [Progression of Meets](#)

Generally, swimmers train all season to compete at the end-of-season meets. Swim practices are geared so swimmer's peak performance is at the last meet(s) of the season. It is important that swimmers attend the final meet(s) to see their improvement from the beginning of the season. Practices are more difficult at the beginning and middle of the season to build up endurance and speed. Towards the end of the season, swimmers begin to taper down the workload and refine racing skills. This process helps swimmers reserve energy for maximum performance at final meets. Swimmers should always be conscious of eating healthy foods and getting plenty of sleep during the season and particularly during the taper period.

## [Uniforms and Team Apparel](#)

The team uniform is optional at any swim meet, but the CIA team swim cap is mandatory. Caps with the CIA logo help the coach identify the swimmers so they can follow their progress in the water. To reduce team/meet suit wear it is recommended that swimmers only use them for swim meets. Generally, tech suits should only be worn for taper meets (state level meets or higher). CIA logo swim caps are available for purchase through the head coach. Team swimsuits, personalized CIA swim caps, warm-up suits, T-shirts, and other apparel are periodically available by special order.

## [Disqualification](#)

Most parent/guardians have watched their athlete be disqualified during a swim event. Swimmers can be discouraged and embarrassed when they are disqualified. A few tears are normal, but swimmers and parent/guardians should not allow the incident to ruin the whole meet. Being disqualified can be a valuable lesson and it happens to the best of swimmers. The coaching staff will be notified of the disqualification and will talk with the swimmer about what happened and how to improve.

# Swim Meet Policies and Procedures

## [General Swim Meet Procedures](#)

Swim meets are run on a strict timeline for warm-ups and events. These procedures are to make sure our swimmers are set-up to do their best.

### **General Recommendations**

- Put swimmers to bed at a reasonable hour the night before the meet. Competition is emotionally and physically draining for swimmers.
- Bring money for food or pack a small cooler with healthy treats.
- Be courteous of other people at the meet. Meets are often crowded so you might want to consider giving your place to another parent/guardian after your athlete competes.

## Before the Meet

- Please arrive at the pool at least 15 minutes before the scheduled warm-up time and check in with a coach.
- Only swimmers are allowed on the pool deck, so we recommend finding a place in the stands with other CIA parents/guardians since the team usually sits together in one area.
- Programs are sometimes for sale in the lobby or concession area of the pool. These include heat/lane assignments for each event as well as seed times. There are also several apps available. Meet Mobile is an extremely popular app used at most of the meets and in place of paper programs. This app provides excellent information for both swimmers and parents. When team members swim an event for the first time, they are entered at “no-time” (NT).
- Use the meet program or an app to verify the events and times your athletes will be swimming.
- Swimmers should collect their cap and goggles and report to the coach for warm-up instructions. A swimmer's body is just like a car on a cold day - warming up the engine is required for optimal performance!
- After warm-ups are over, swimmers need to prepare for the meet. This is a great time for them to use the bathroom and/or get a drink.

## During the Meet

- Swimmers should talk with a coach before each race, to review technique, strategy, and race plans. Athletes should also visit with a coach immediately after each event, to review their swims. Coaches are usually located at one of the pool-side coaching tables.
- During swim meets swimmers report behind the blocks to their assigned lane 5 to 10 minutes before their event. Some meets will ask swimmers to report to the clerk of course rather than behind the blocks. The clerk of course then lines up all the swimmers and escorts them to the blocks.
- If you have questions about meet results, disqualifications, or meet conduct, please discuss them with one of the coaches. They will then investigate and clarify any issues.

## After the Meet

- Once swimmers have completed all their individual and relay events, they are free to leave after checking out with one of the coaches.
- Encourage your athlete after they swim and leave suggestions and advice to the coaches.

## Away Meet Coaching/Supervision

CIA member parent/guardians will be responsible for arranging and paying for all travel, accommodations, meals, and all related expenses for their swimmers for all non-chaperoned meets and will be responsible for the supervision of their swimmers at all such meets.

Alternate Supervision. Parent/guardians of a swimmer may have the parent/guardian of another swimmer attending the away meet to supervise their swimmer. In such a situation, the parent/guardians of both families shall notify the head coach of the arrangements that have been made. Any such arrangement will be strictly between the families involved. The parent/guardian acting as supervisor of another family's swimmer will not be deemed to be a CIA chaperone.

## Away Meet Coaching Expenses

The head coach is responsible for determining which coaches will attend meets. These following guidelines can be amended on a case-by-case basis if the head coach makes a request and the board approves.

- CIA will pay coaches meet fees and travel expenses for meets where 10 or more swimmers are in attendance.
- CIA will pay for an additional coach if 25 swimmers are in attendance and an additional coach for each increment of 25 additional swimmers.
- If fewer than 10 swimmers attend, the swimmers will agree to pay for coaching expenses which include transportation, hotel, and a daily per diem rate. The CIA Treasurer and/or Business Manager will provide the total coaching expense to the registrar. The total will be divided equally based on the number swimmers and will be added to the next monthly bill. No refunds are offered except in rare unforeseen circumstances and only after board approval. Any refund will be offered as a credit towards future monthly bills only.
  - **NOTE:** This minimum does not apply to Junior National and National/Olympic Trial meets (see below).

## Team Travel Meets

Team travel meets are different than away meets where swimmers travel and stay with their families. These meets are attended by swimmers, coaches and adult chaperones that travel, dine and lodge as a team. Team travel meets will strive to bring one chaperone for every eight swimmers on the trip. Chaperones, under the direction of the head coach will be responsible for the care of all athletes on the trip including meals, curfews, transportation and any other issues that may arise. Coaches will be responsible for all meet related aspects of the trip, including meet administration and coaching.

**Team Travel Meet Code of Conduct** - The head coach or designated head coach will have full authority over all trip participants. They will also handle any decisions required during the trip and ensure the travel policy is enforced during the trip. In addition to the Swimmer Code of Conduct, the following Traveling Code of Conduct applies when participating in team travel meets:

1. Individuals are expected to behave appropriately and represent CIA in a mature manner.
2. Athletes are not allowed to leave either the hotel or the pool without permission from the head coach or chaperone.
3. Athletes are required to be in their rooms with lights out at a time specified by the coach or chaperone.
4. No long-distance phone calls are to be made from hotel rooms.
5. No pay movies are to be ordered from hotel rooms.
6. Treat hotel facilities, guests and staff with respect. No damage will be tolerated.
7. No individual is allowed in a room of the opposite gender unless approved by the head coach or chaperone. If approval is given, room door must always remain wide open.
8. Individuals are responsible for their own wake-up calls (or bring an alarm). The team will leave the hotel at the time specified by the coach.
9. Any additional guidelines for the team will be established as needed by the coach and chaperones.
10. If a coach also participates as an athlete, he/she will be considered a coach for purposes of this policy.
11. Any individual that is found to have violated any team rules will be subject to disciplinary action by the team and/or local authorities. An individual may be sent home at the expense of the individual, their parents or legal guardians.

### National Level Meet Policy

The Senior 1 Practice Group is committed to training for national level meets which include Junior Nationals and Nationals/Olympic Trials. CIA is committed to supporting athletes and families at this level of competition. The following items apply for national level meets.

- All athletes will be provided the following items for each National level meet they attend to recognize the accomplishment and offset expenses for the swimmer and family to attend the meet.
  - CIA will cover the meet event registration expense.
  - Provide 2 CIA latex caps & one pair of goggles.
  - Provide a CIA t-shirt and sweatshirt.
  - Recognition in the CIA Newsletter and on CIA social media channels.
- National meet coaching expenses. CIA will reimburse coaching expenses if four or more swimmers attend. If three or fewer swimmers attend, and the coaching expenses exceed \$500, each family will be charged a \$100 coaching expense fee per swimmer.

## Parent/Guardian Responsibilities and Information

### General Information

For CIA to continue being a successful swim program it requires understanding and cooperation among parent/guardians, athletes and coaches. The following guidelines will help your athlete reach their full potential as a swimmer.

- Please make every effort to get your swimmers to practice on time.
- Parent/guardians supply the love, recognition and encouragement necessary to make athletes work hard during practice and perform well in competition.
- The coaching staff guides, motivates and constructively criticizes the performances of our swimmers. When parent/guardians offer coaching advice to athletes it may confuse them especially if it conflicts with instructions given by coaches. If you have a problem, concern or complaint about training please discuss it with a coach.
- Almost all swimmers have meets where they do not swim well. These plateaus are a normal part of swimming. Remember that you can always find something positive about your athlete's performance.

### Team and Coach Communication

Communication among members is vital to CIA! We use several channels to reach our membership.

- The CIA website is the main communication tool for the team. It includes current announcements, practice schedules/changes, meet entry information and financial accounts for each family. New members can register online through the website.
- Email is primary means coaches communicate with members and athletes. Please ensure your email contact information is correct during registration.

- CIA also has a Facebook page and a Twitter account that we encourage all members, athletes and their family and friends to follow for team information and pictures.
- General questions or comments can be sent to the coaching staff or board members and they will do their best to answer promptly.
- The coaching staff always welcomes input from parent/guardians and are available to answer questions before or after practice. Please do not ask questions during practice as this is the swimmers' time.

If you have questions, concerns or issues with the coaching staff we encourage direct communication with the coaching staff or a board member. Please bring any concerns to the coaching staff and we offer these guidelines for discussing issues.

- Remember that you and the coaches both have the best interests of your athlete at heart. Focusing on this shared goal should produce good rapport and constructive dialogue.
- Keep in mind that coaches must balance what is best for your athlete with the needs of the team or training group.
- If your athlete swims for an assistant coach always initially discuss the matter with that coach. If the assistant coach cannot satisfactorily resolve your concern, then ask the head coach to join the dialogue as a third party.
- If another parent/guardian uses you as a sounding board for complaints about coaching performance or club policies listen empathetically but encourage the other parent/guardian to speak directly to a coach.

### Volunteer Requirements

The success of our club is largely due to the support of our family volunteers. Family volunteers fill vital roles from board members and committee members to assisting at our swim meets. Without the support of volunteers, we simply could not host meets or function as a club. Therefore, we have a volunteer requirement each family must satisfy.

Volunteer hours are based on the two seasons. Each family that has at least one swimmer practicing with CIA for more than one month during the season must provide volunteer hours at meets hosted by CIA or volunteer in other capacities approved by CIA. Coaches are exempt from volunteer requirements.

- Volunteer Requirement for Short Course Season: 12 hours (8 hours for high school swimmer only)
- Volunteer Requirement for Long Course Season: 8 hours
  - Team Unify is the system used for tracking hours.

Volunteers must sign up online under "job sign up" by midnight prior to the start of the event. Volunteers must also ensure they check-in as required to receive credit for participation because this is how your participation is verified.

Volunteers must be 14 years of age or older. If a 13 & under wants to volunteer special permission must be obtained from the meet director or the head of the committee in the case on non-meet events for the family to receive credit for those volunteer hours.

When volunteering at meets the volunteer must remain during the entire length of the volunteer slot. For non-meet events unless excused by the head of the committee the volunteer must remain during the entire length of the slot they are working.

### **Incomplete Season Volunteer Hours**

If, at the end of the season a family has not fulfilled their requirement, they will be charged \$75 per hour they did not provide a volunteer. For example, for short course, if a family completed four volunteer hours, \$600 will be charged to their account for the eight hours they did not provide a volunteer.

If a family chooses to leave the team without the intention of returning and requests their account to be closed, they will be charged for unfulfilled service hours. The family must notify the team registrar by the 15th of the month prior to the close of their account. Any unworked hours will be charged \$75 per hour during the next billing cycle. For example: The Smith family is moving out of state, their swimmer was with CIA for two months before closing their account. The balance of the hours not worked would be charged upon the close of their account. Only families with an open account can receive credit for service hours worked.

## CIA Board of Directors

The Board meets monthly and publishes meeting minutes in the CIA newsletter. You can find a complete list of board members on the website. Each position is normally a two-year commitment and counts for season volunteer hours. If you are interested in getting involved, please check our website for volunteer opportunities and sign-up online or contact any board member. All CIA board meetings are open to our families.

## Registration Information

Central Iowa Aquatics offers a comprehensive training program for all swimmers from those just out of swimming lessons through high school and college swimmers. Swimmers may join the team at any time during the year and training groups are available that fit the needs and abilities of each swimmer. Annual USA Swimming registration is required for all swimmer in our program.

The cost of CIA membership is outlined on the CIA Team Unify website and is based upon the swim group the swimmer is assigned to by the Coaching Staff. As a courtesy and convenience to members, membership dues are assessed monthly. However, registering to be a member of CIA is considered a commitment to pay monthly membership dues for the entire swim season (short course or long course). High school swimmers will have their membership dues adjusted during the short course season based on their high school season schedule but are required to return after the high school season for the remainder of the short course season. The crediting of swimmer membership dues is only offered if the Extended Medical Leave Policy is applied. Other exceptions for waiving the requirement to pay the full seasonal commitment of membership dues will only be made in rare unforeseen circumstances. A detailed written explanation must be provided to the board for justification and monthly dues will only be waived if approved during the next scheduled board meeting. Vacation time or participation in other activities are not considered valid exceptions. If you have questions, please contact the Coaching Staff or Team Registrar.

CIA Registration Fees are applied at registration for all groups except the Intro and Supplemental group for both the short course and long course season. At the time of registration, a credit card payment including up to three charges is required for each swimmer:

- **USA Registration Fee** – Paid once annually. Swimmers that do not have a current USA Swimming registration are strictly prohibited from entering the water for insurance purposes. This fee is non-refundable.
- **CIA Registration Fee** – This fee is charged at registration for both the Short Course Season and the Long Course Season and is used to cover various administrative costs the club incurs during the registration process. This fee is non-refundable. This fee is not applied if the swimmer is a member of the Intro or Supplemental swim group.
- **First Month of Membership Dues** – Amount varies based on the swim group and day of the month the swimmer joins. Swimmers are assigned to a swim group by the Coaching Staff.

The required payment method is autopay either by credit card or bank draft. Typically, members receive an electronic invoice via email with dues for the upcoming month and any unpaid fees during the last week of the month. Payments are drafted on the 1<sup>st</sup> day of the month or within a few days after. Payment is considered late after the 15<sup>th</sup> of each month and if arrangements for payment have not been made all activities could be suspended until payment is received. Current annual fees and seasonal monthly membership dues for each swim group can be found on the CIA TeamUnify website. CIA does charge a credit card processing fee and also offers a family discount. In addition, financial assistance may be available for families who qualify. Please see below for details on these policies. If you have questions, please contact the Team Registrar.

- **Credit Card Processing Fee** - All accounts that have their billing set to charge to a credit card will be charged a 30-cent transaction fee and a 2.95% processing fee at billing time on the 1st of the month or if an On-Demand payment is processed during the month. There will not be a fee charged for using ACH / bank card.
- **Family Discount** - Families with three or more swimmers will receive a discount on their swimmer membership dues. The registration fee for the third swimmer and additional swimmers beyond three is reduced by 50%. This reduction applies to the swimmer(s) with the least expensive membership dues.
- **Financial Assistance** - CIA aims to assist families with financial needs when possible. However, limited funds are available. For additional details please contact either the Team Registrar or the Board President for more information.

## Late Pickup Policy

We know that fitting swimming into our family schedules can be a challenge. When late pick-up is more than 30 minutes in a single occurrence or less on a regular occurrence it becomes a problem. Coaches must stay late with swimmers when this happens and sometimes two coaches are required to stay. Late pick-up is defined as being 10 minutes or more after practice ends. There are two categories.

- When a late pickup is less than 30 minutes but more than 10 minutes there will be a charge on the third offense within a rolling twelve-month period. The total amount of time will be calculated, and the minimum charge will be \$25 for up to the first 10 minutes plus an additional \$25 for each 10-minute increment after.
- If a pick-up is 30 minutes or more on a single occasion the charge will be \$25 plus an additional \$25 for each 10-minute increment after.
- **NOTE:** Families will not be charged more than once for late time applied.

We encourage groups of families to consider carpooling either on a regular basis or developing relationships to help each other out on those occasions when your schedule is full. If you would like help finding families who live in your area, please reach out to a board member, coach or another parent/guardian.

## Extended Medical Leave Policy

We recognize the importance of the health and well-being of our swimmers. Because of this CIA offers an extended medical leave policy for swimmers who are unable to participate in practice. This policy is for those unable to attend practice for one month or longer due to medical reasons.

If the swimmer has not or will not be able to attend practice for thirty days, or longer, dues will not be charged until they return to practice. If the swimmer was out for half of one month but charged a full month that half month "credit" will be applied once the swimmer returns. The following conditions must be met:

- The swimmer's coach should be notified immediately when it is known a swimmer may be out for an extended period (more than one or two practices.)
- To be considered for extended leave, a swimmer may be required to show proof of the medical need to be out of practice from a doctor or medical professional who is treating the patient.
- During a swimmer's absence, it is expected that the family provides regular updates to the swimmer's coach on their condition.

The swimmer will be allowed to return to practice upon providing documentation clearing the swimmer's return. Full dues will be applied unless there are 15 or fewer days left in the month then half dues will be applied. This will apply whether the swimmer returns to practice on a limited basis or full-time basis.

This policy only applies to absences for medical reasons. It does not apply to vacation time or participation in other activities. Exceptions to this policy can be requested for review by the board.

## Privacy and Information Protection

To comply with the Child Online Privacy Protection Act (COPPA), Central Iowa Aquatics adheres to the following policies regarding its website.

- Central Iowa Aquatics has the full name, home address, email address, telephone number or any other account information (Identifying Information) about an athlete in its website and social media at any given time that would allow someone to identify or contact the athlete and limited persons have access to that information. The club can be contacted any coach or board member with any concerns.
- Central Iowa Aquatics does not permit advertising on its website for events or causes that charge a fee or require a purchase or membership sign-up other than those programs sponsored by USA Swimming, Iowa Swimming, Inc. ("IASI"), or Central Iowa Aquatics.
- CIA does use information collected regarding athletes while administering the sport of competitive swimming. For registration purposes, information is transmitted to USA Swimming.

Information acquired during meet registration for swim meets is the property USA Swimming. The use of registration information is within the control of USA Swimming and club administration. Central Iowa Aquatics and USA Swimming strictly limit the use of member's personal information to that information necessary for the conduct of the business of USA Swimming and its Local Swimming Committees.

Through on-line registration Central Iowa Aquatics collects the following Identifying Information on our website that would allow someone to identify or contact an athlete: name, age, birthday, address, telephone number, e-mail address, Citizen Status and previous or current FINA Status. Central Iowa Aquatics does not collect Identifying Information outside of registration on our website that would allow someone to identify or contact an athlete. Central Iowa Aquatics tracks usage statistics on the website through Google Analytics. We do not track information linked to individuals who visit the website.

### Donations and AmazonSmile Program

Central Iowa Aquatics is supported by member dues, fundraising, donations, and income from CIA-hosted swim meets. Since CIA is a non-profit 501.3c organization donations are tax-deductible to the extent allowed by the law. Please contact the Fundraising Director if you are interested in donating or supporting the club.

Central Iowa Aquatics is also part of the AmazonSmile program. Whenever you shop through Smile.Amazon.com, and select Central Iowa Aquatics as your recipient organization, Amazon will donate .5% of the sale to CIA. It is Easy!

- Instead of shopping via amazon.com, go to smile.amazon.com. Here is a quick link for CIA: [www.smile.amazon.com/ch/42-1443780](http://www.smile.amazon.com/ch/42-1443780)
- Select Central Iowa Aquatics from the list of charities. If you already have a charity selected, you will see Supporting: and the name of a charity just under the search bar. Click the down arrow and select Change Your Charity. Select Central Iowa Aquatics from the list.
- Shop as you normally would and do not worry - if you already started shopping in Amazon when you switch your URL to smile.amazon.com, your shopping cart comes with you!
- Amazon will donate .5% of your purchases to Central Iowa Aquatics.
- Bookmark [www.smile.amazon.com](http://www.smile.amazon.com) to make it easier to shop next time!
- Invite grandparent/guardians and other family members to shop the same way!

## Safe Sport Policies and Procedures

Safe Sport requires all USA Swimming member clubs have the below policies in place which must be reviewed and agreed upon on an annual basis. These policies have been reviewed/approved by the CIA Board for its members annually. Please feel free to contact the head coach or any board member if you have any questions or suggestions.

### Minor Athlete Abuse Prevention Policy (MAAPP)

**A COPY OF THE CURRENT POLICY CAN BE FOUND ON THE WEBSITE UNDER THE SAFE SPORT TAB**

### Anti-bullying Policy

#### **PURPOSE**

Bullying of any kind is unacceptable at Central Iowa Aquatics and will not be tolerated. Bullying is counter productive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

#### **Objectives of CIA's Bullying Policy and Action Plan:**

- To make it clear that the Club will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make how to report bullying clear and understandable.
- To spread the word that (Name of Club) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

#### **WHAT IS BULLYING?**

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at

any other member or Participating Non-Member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member's property;

- Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- Creating a hostile environment for the other member at any USA Swimming activity;
- Infringing on the rights of the other member at any USA Swimming activity; or
- Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

## REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

Talk to your parents;

- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh, and behavior can be accurately recalled, and the bullying behavior can be stopped as soon as possible.

## HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we STOP BULLYING ON THE SPOT using the following steps:

Intervene immediately. It is okay to get another adult to help.

- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the kids involved, including bystanders.
- Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:

- First, we get the facts.
- Keep all the involved children separate.
- Get the story from several sources, both adults and kids.
- Listen without blaming.
- Don't call the act "bullying" while you are trying to understand what happened.

It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

### Then, we determine if it's bullying.

There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else. Review the USA Swimming definition of bullying to determine if the behavior is bullying or something else, consider the following questions:

- What is the history between the kids involved?
- Have there been past conflicts?
- Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
- Has this happened before? Is the child worried it will happen again?
- Remember that it may not matter "who started it." Some kids who are bullied may be annoying or provoking, but this does not excuse the bullying behavior.
- Once you have determined if the situation is bullying, support all the kids involved.

### Support the kids who are being bullied.

- Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:

- Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
- Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

### **Address bullying behavior.**

- Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- Work with the child to understand some of the reasons he or she bullied. For example:
- Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
- Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may need additional support.
- Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
- Write a letter apologizing to the athlete who was bullied.
- Do a good deed for the person who was bullied, for the Club, or for others in your community.
- Clean up, repair, or pay for any property they damaged.
- Avoid strategies that don't work or have negative consequences:
  - Zero tolerance or “three strikes, you're out” strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
  - Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

### **Support bystanders who witness bullying.**

- Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- Be a friend to the person being bullied;
- Tell a trusted adult – your parent, coach, or club board member;
- Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let's go, practice is about to start.”
- Set a good example by not bullying others.
- Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

## Photography Policy

### **PURPOSE**

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused, and children can be put at risk if common-sense procedures are not observed.

### **POLICY**

The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“publication”) should only be done with parents' consent. The registrar has the consent form.

A parent or guardian has a right of refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before

publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is available through the registrar.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention. All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.

## Information About Swimming in College

Splash magazine had an article which pointed out that serious swimmers usually have two dreams: to swim in the Olympics and to swim in college. The first dream will come true for two out of every 10,000 swimmers in members of USA Swimming. The second can be true for 100% of all members of USA Swimming. The key is finding a program that is right for you, no matter your ability.

There is often a misconception in the college search process if you are not recruited or offered a scholarship there is not an opportunity to swim in college. ***That view is false.*** The fact is that most colleges just do not have the finances available to offer every good swimmer a scholarship. Another fact is that most colleges do not find out a student-athlete is interested in their program until that student has made "First Contact."

Many families assume that colleges are going to call them first. The reality is that most collegiate swimming programs do not have the manpower to search for athletes. Most coaches rely on meet results from large meets such as Sectionals or High School State, prospective student questionnaires, and through professional recruiters (not sports agents) whom a student-athletes pay a fee to have them send information to schools about them.

### Athletic Scholarship

CIA partners with [American College Connection \(ACC\)](#), who has successfully helped swimmers meet their goal of swimming in college. Central Iowa Aquatics does not endorse ACC but does encourage swimmers and parents to consider their options for successfully connecting with the best possible swim opportunities at the college level. CIA does receive a monetary referral incentive for swimmers referred to ACC.

An athletic scholarship is a one-year contract between you and a Division I or Division II institution. A school can reduce or cancel a scholarship if you become ineligible for competition, fraudulently misrepresent yourself, quit the team or engage in serious misconduct. During the contract year, a coach cannot reduce or cancel your scholarship based on your athletic ability, performance, or injury. An institution may choose to not renew a scholarship at the end of the academic term provided they notify you in writing and provide you an opportunity for a hearing.

Remember a coach cannot offer you a "four year full-ride scholarship." They do not exist. Each student athlete award is reviewed annually. It is important to ask current collegiate swimmers if they are still on scholarship. Parent/guardians, it is not uncommon for a college program to offer and renew an athletic scholarship for the first 2-3 years of college and then ask the student to pay full tuition for the remainder of their college career.

**Walk On/Non-Scholarship Athletes** - Any athlete who does not receive athletic monies is considered a "walk-on" athlete. These non-athletic scholarship athletes may receive academic monies or other grant/aid from the school or private donors.

### What Can Swimming in College Look Like?

- **Varsity Team**
  - Team Requirements (20 hours a week)
  - Class Requirements (passing 12 credit hours)
  - Social Life and Family Life Balance

- Four-year commitment
- Student-Athlete resources (tutors, early class registration)
- Vacation and breaks may be different
- **Club Team**
  - A way to continue swimming while in college
  - Different levels of commitment and competition ○ Collegiate Club Swimming Championships

### Considerations When Evaluating a School

CIA understands the benefits of being part of a team. If the school has a team, start to show interest in the program. Also consider what your desire is to be involved not only in your swim team, but around campus and other activities. Here are some other considerations.

- **Evaluate getting accepted** - It is especially important to review the acceptance standards of all schools that you are interested in attending. If you are unable to meet these standards, it can make your desire to swim on that school's swim team a tougher road.
- **Academic offerings** - If you know your intended major, or even if you do not, it is important to review all the academic offerings each school has. If you are undecided, do you have plenty of options to explore at the school or are your options limited?
- **Public vs. Private** - Public schools are funded heavily by state and government monies while private institutions are funded by tuition, endowments and donations.
  - Public institutions normally have an "in-state" cost for those students who are residents of the state and an "out-of-state" cost for those who attended from a different state. These price differences can make schools become more reasonably priced for your budget or put them out of reach.
  - Private schools most often have the same pricing for all types of students, in-state and out-of-state.
- **Expense** - Review all options each school has in terms of scholarships and financial aid. While some schools do not offer athletic scholarships, they could have more academic offerings than others. Schools have academic based scholarships; need based scholarships and private scholarships that students must apply for.
- **Location** - Where is the school located? Is it located in a part of the country that experiences all four seasons and maybe you are only used to mild seasons? Are you going to want to visit your hometown often to see friends and family? If so, is this a car ride away or maybe a flight?
- **Team Trips** - Additionally, does the location of this school require long travel trips for team activities? When making team trips, do you travel by bus or plane and how much time will you spend making these trips?
- **Size** - For some people, attending a large college is just what they are looking for. Classes with 300 people and a campus with tens of thousands. For others, a small intimate campus is more ideal.
- **Conference Competition** - It is possible to gauge the level of a swim team based on how they perform within their conference. Conference championships play an important part of all athletic departments. A good check for your ability to swim at a given school is to check your times against the times posted at the conference championship. Would you be able to swim and score points for your school?

Before starting your search for potential colleges create a list of the most important aspects to YOU of attending a college. It is important to note any college experience is what each person makes of it.

### NCAA Eligibility Center/General Eligibility

College bound student-athletes are encouraged to register at the beginning of their junior year of high school. Academic Eligibility per NCAA.

- Graduate from high school.
- Complete a minimum of 16 core courses for Division I or Division II.
- Earn a minimum required grade-point average in core courses.
- Earn a qualifying test score on either the ACT or SAT.
- Request final amateurism certification from the NCAA Eligibility Center.
- For Division I student-athletes the requirements must also meet the following standards:
  - Earn at least a 2.3 grade-point average in core courses.
  - Meet an increased sliding-scale standard (for example, an SAT score of 1,000 requires a 2.5 high school core course GPA)

- Successfully complete 10 of the 16 total required core courses before the start of their senior year in high school.
- Prospects that earn between a 2.0 and 2.3 GPA and meet the current sliding scale standard (for example, an SAT score of 1,000 requires a 2.025 high school core SAT course GPA) will be eligible for practice and athletically related financial aid but not competition.
- Division III college and universities set their own admission standards. The NCAA does not set initial eligibility requirements in Division III.

## College Level Recruiting

NCAA member schools have adopted rules to create an equitable recruiting environment that promotes student-athlete well-being. The rules define who may be involved in the recruiting process, when recruiting may occur and the conditions under which recruiting may be conducted. Recruiting rules seek, as much as possible, to control intrusions into the lives of student-athletes.

The NCAA defines recruiting as “any solicitation of prospective student-athletes or their parent/guardians by an institutional staff member or by a representative of the institution’s athletics interests for the purpose of securing a prospective student-athlete’s enrollment and ultimate participation in the institution’s intercollegiate athletics program.” Below is specific recruiting information.

- [Division I Recruiting Guide](#)
- [Division II Recruiting Guide](#)
- [Division III Recruiting Guide](#)
- [National Association of Intercollegiate Athletics \(NAIA\)](#)

What is the difference between an official visit and an unofficial visit? Any visit to a college campus by a college-bound student-athlete or his or her parent/guardians paid for by the college is an official visit. Visits paid for by college-bound student-athletes or their parent/guardians are unofficial visits.

During an official visit, the college can pay for transportation to and from the college for the prospect, lodging and three meals per day for both the prospect and the parent/guardian or guardian, as well as reasonable entertainment expenses including three tickets to a home sports event.

The only expenses a college-bound student-athlete may receive from a college during an unofficial visit are three tickets to a home sports event.

It is extremely important to remember your visit to a college and meeting with the team and coach can be your one and only chance to make a good impression in person. It is also important to consider:

- What are you wearing? Do you look like you are genuinely interested in the school and are dressed to impress the coach, or do you look like an unorganized, unmotivated student?
- Are you organized with any materials you are presenting to the coach/school? If you sent a resume or document with your information, make sure you bring a matching or updated hard copy.
- Is the student-athlete driving the conversation with the coach or are the parent/guardians? Who is more interested in learning about the program? Remember to get YOUR questions answered. Don't be passive in the experience.

Remember on a recruiting trip, coaches and teammates are doing their best to get you to their school and team. Try to remain objective about the experience. This one weekend with a coach and team may not be the best representation of what your college career will look like at that school. Think about your next four-five years there, not just a single weekend.

As much as you are judging a team, coach and campus they are doing the same to you. They want to know if you will fit in with them. Put your best foot forward and enjoy your time getting to know the team but know how to balance having a good time and being a responsible recruit.

## Verbal Commitment and Letter of Intent

Verbal commitment is the phrase used to describe a college-bound student-athlete’s commitment to a school before he or she can sign a National Letter of Intent (“NLI”). A college-bound student athlete can announce a verbal commitment at any

time. While verbal commitments have become popular, they are NOT binding on either the college-bound student-athlete or the school. Only the signing of the NLI accompanied by a financial aid agreement is binding on both parties.

A National Letter of Intent is signed by a college-bound student-athlete when the student-athlete agrees to attend a Division I or II college or university for one academic year. Participating institutions agree to provide financial aid for one academic year to the student-athlete if the student-athlete is admitted to the school and is eligible for financial aid under NCAA rules. Other forms of financial aid do not guarantee the student-athlete financial aid.

The National Letter of Intent is voluntary and not required for a student-athlete to receive financial aid or participate in sports. Signing a National Letter of Intent ends the recruiting process since participating schools are prohibited from recruiting student-athletes who have already signed letters with other participating schools.

A student-athlete who has signed a National Letter of Intent may request a release from his or her contract with the school. If a student-athlete signs a National Letter of Intent with one school but attends a different school, he or she will lose one full year of eligibility and must complete a full academic year at their new school before being eligible to compete.

### Financial Aid

There are many options out there to help students pay for college. It is important for students to look at all possible options to help them pay for college, if needed. Visiting your high school college counselor or guidance counselor may help in the search for different types of scholarships available to you.

Each college and university have a financial aid offices or financial service offices. Take time to investigate the options each school has to offer and see if you can apply for additional funds from the school. A quick internet search of "financial aid" can turn up many different websites and pages. Take time to review each site before registering to use them as some are money-making sites and may not be as useful as others.

Individual colleges or universities award athletics grants-in-aid (often described as scholarships) on a one-year, renewable basis. They may be renewed for a maximum of five years within a six-year period of continuous college attendance. Aid can be renewed, canceled or reduced at the end of each year for many reasons. If a student-athlete's aid will be reduced or canceled, the college or university must provide the student-athlete with an opportunity to appeal.

Financial aid is awarded in various amounts, ranging from full scholarships (including tuition, fees, room, board and books) to small awards that might provide only course-required books. Such partial awards are known as "equivalencies." Some Division I sports (including Football Bowl Subdivision football and basketball) do not permit equivalencies.

All scholarships from any source in any amount must be reported to the college financial aid office. The total amount of financial aid a student-athlete can receive, and the total amount of athletics aid a team can award may be limited. These limits can affect whether a student-athlete can accept aid from other sources.

Athletics financial aid can be a tremendous benefit to most families, but some costs are not covered (for example, travel between home and school). Also, although the benefits of athletically related financial aid are substantial, the likelihood of participating is relatively small. Any young person contemplating college attendance should use high school for legitimate academic preparation.