



**CENTRAL IOWA AQUATICS**  
**HANDBOOK FOR PARENT/GUARDIANS AND**  
**SWIMMERS**  
(September 2020)

# #WeAreCIA

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# Central Iowa Aquatics (CIA) Introduction

## Welcome to Central Iowa Aquatics

We are a year-round swim team designed to improve the level of competitive swimming in the central Iowa area. Families and swimmers are from the greater Des Moines area and surrounding communities. 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 involvement of our parent/guardians and volunteers.

## 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 (ISI) 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.

## USA Swimming

USA Swimming (USA-S) is the national governing body for the Olympic sport of swimming and a member of the United States Olympic Committee. USA-S was created in 1978 when the passage of the Amateur Sports Act specified that all Olympic sports would be administered independently. Within the United States, USA-S is broken down in 59 Local Swimming Committees (LSC) that manage USA-S activities within their boundaries. Each LSC has specific geographic boundaries that often fall within state lines. USA Swimming headquarters are located at the Olympic Training Center in Colorado Springs, CO.

## USA Swimming Safe Sport Program

USA Swimming is committed to fostering a fun, healthy, and safe environment for all of 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 code of conducts 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).

## Mission Statement

The objective of CIA is 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. It is the goal of CIA to provide a high quality comprehensive instructional training program, which will allow swimmers to achieve their potential in swimming. CIA will provide an atmosphere which fosters respect for teammates, coaches, and competitors and which promotes the ideals of sportsmanship and our core values; team loyalty, integrity, competition, and hard work.

## Vision

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.

## 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. During the 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. During the 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. State, zone and national meets allow swimmers to qualify to compete using either short course or long course times. The long course time standards are several seconds higher than short course standards because of the difference in the length. CIA divides the swimming year into two seasons:

- **Short Course Yards (SCY);** September thru early March with State Championship meet typically in mid/late February. Actual season length can vary based on age and training group.
- **Long Course Meters (LCM);** 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 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 commonly 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 similar to 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, commonly referred to as the 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.

### [Competition 101](#)

The highest form of competition in swimming is international competition, such as the Olympics. USA Swimming is the organization which sponsors national competition in the United States. There are other groups that sponsor swimming such as community education, YMCA's and school districts. However, USA Swimming is the only organization, structured into clubs, which sponsors swimmers from beginning levels to international competition. CIA is a club member of USA Swimming and pays annual dues to both USA Swimming and the Iowa affiliate, Iowa Swimming Inc (ISI). Many older CIA swimmers compete in high school during the high school season, but return to CIA for the rest of the school year to train and compete year-round. Additionally, some CIA swimmers on college teams come back during summer season and during long breaks. Since swimming is a year-round sport organized into a club, it demands full-time coaching.

### [USA Swimming Rules Overview](#)

All competitive swimming events are held under USA Swimming sanctions and are conducted in accordance with rules that are designed to provide fair and equitable conditions of competition. Each swimming stroke has specific rules designed to ensure that no swimmer gets an unfair competitive advantage over another swimmer. Here is a link to the [USA Swimming Rules and Regulations](#).

### [Course Distances and Age Groups](#)

Competition pools may be short course (25 yards or 25 meters), or long course (50 meters). The international standard (as used in the Olympics) is 50 meters. World records are accomplished in 25- and 50-meter pools. USA Swimming maintains records for 25-yard, 25-meter and 50-meter pools.

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.

### [Officials and Timers](#)

Officials are required at all competitions to observe the swimmers complying with the rules of each event and stroke. Timers are also required in order 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 of time. USA registered swimmers not attached to CIA with the exception of 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 entering the water 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 at all times when 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, but not limited to, 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
  - Travel/Chaperone Policy
  - Electronic Communication/Photo Policy

## Parent/Guardian Code of Conduct

As the parent/guardian of a swimmer and member of Central Iowa Aquatics, it's 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 permitted or 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;
  - Minor Athlete Abuse Prevention Policy (MAAP)
  - Anti-Bullying Policy
  - Travel/Chaperone Policy
  - Electronic Communication/Photo Policy

Sanctions: Should I conduct myself in such a way that brings discredit or discord to Central Iowa Aquatics, Iowa Swimming Inc, and/or USA Swimming, I voluntarily subject myself 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 for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote 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 his/her 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 and maintain their own professional development in all areas in relation to coaching and teaching children.
12. Always maintain a professional separation between coach and athlete.
13. Abide the rules of all facilities utilized by the CIA

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.

### Discipline Policy

As part of the CIA commitment to our Athlete, Parent/Guardian and Coaching Code of Conducts, the following procedures are in place to resolve grievances regarding the conduct of individuals. 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 take into account (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.

### [CIA Swim Group Overview](#)

Central Iowa Aquatics offers training and practice groups for swimmers of all ages and ability. CIA's goal is to offer age specific training for all of our athletes geared towards challenging and developing each individual to the best of their abilities. For questions about which training group is correct for your swimmer(s), please contact any of the CIA coaching staff or email [swim@centraliowaaquatics.org](mailto:swim@centraliowaaquatics.org) for more information. Generally, swimmers will fall into one of the groups below;

#### **Intro Group**

The intro group is for swimmers just out of swim lessons who know both Freestyle and Backstroke. This group is all about keeping it fun!

- **Eligibility requirements:**
  - Ability to do backstroke and freestyle.
- **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.
  - 3x :45-minute practices per week, may include dryland
  - Major Goals: Preparation for entry in the Blue groups. 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.

#### **Blue 3 Group**

This group is the first step in the Blue progression. It is for swimmers who know all four strokes but are new to competitive swimming. 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
- **About the group:**
  - Emphasis on stroke & skill development, along with instruction of competitive swimming rules. Kicking, breathing patterns and starts introduced.
  - 5x 1-hour workouts per week, may include dryland
  - 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.

## **Blue 2 Group**

The second phase of the Blue progression builds on the first phase. Blue 2 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. 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
- **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.
  - 5x 1.5-hour workouts per week, may include dryland.
  - 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 (PR).
  - Swimmers must adhere to the designated meets prescribed by the Coaching staff and follow the plan targeting success for the swimmer and the team.

## **Blue 1 Group**

This is the last group in the Blue pathway with a continued focus on stroke development and refining technique with positive and supportive coaching. 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
- **About the group:**
  - Attendance and improved performance during conditioning sets are stressed. Stroke technique and racing skills are prioritized. Underwater dolphin kick & bi-lateral breathing are continued to be emphasized.
  - Workouts: 6 x 1.75 hours/week offered SCY
  - Major Goals: Knowledge of personal best times and improvement of those times throughout the year; develop technique and endurance base. Major meets include the Silver State and ISI Age Group State
  - Swimmers must adhere to the designated meets prescribed by the Coaching staff and follow the plan targeting success for the swimmer and the team.

## **White 2 Group**

The White 2 Group continues to focus on stroke development and refining skills. Aerobic conditioning begins to advance all the while in a fun and challenging environment. Regular participation in USA Swimming meets is highly encouraged.

- **Eligibility requirements:**
  - Swimmers age 10-12,
  - Must have ability to complete 10x100 SCY Free/1:45 with flip turns, 8x100 SCY IM/ 2:00 with legal appropriate turns, 8 x 100 kick flutter or dolphin on 2:10
- **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 ability to swim “sets”. Basic use of pace clock: send-offs, 5-sec intervals, etc.
- Workouts: 6 x 1.75 hours/week offered SCY
- White 2 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. White 2 group participants are expected to train regularly to make transition into the White 1 group possible.
- Swimmers must adhere to the designated meets prescribed by the Coaching staff and follow the plan targeting success for the swimmer and the team.

## **White 1 Group**

The White 1 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. Regular participation in USA Swimming meets and age group state meets is highly encouraged.

- **Eligibility requirements:**
  - Swimmers age 10-13, already have ISI State cuts and within reach of Zone qualifying standards
  - Can swim 10 x 100 Free @ 1:30 SCY, 10 x 100 IM @ 1:40 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; expectations are high for the White 1 swimmer. Swimmers are offered 6 practice per week, with a minimum of 4 attended 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 to 6,000 yards per workout, 6 workouts per week, up to 12+ 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 7<sup>th</sup> grade to participate.

- **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 are 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 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’s 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 7<sup>th</sup> grade to participate.

- **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 are 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 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's 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 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. 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.

## **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 national level meets with specific time standards for entry. Examples of those types of meets are; Central Zones, Futures, Speedo Sectionals, Junior Nationals and Nationals. Swimmers who qualify for these meets are highly encouraged to attend.

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 may select 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 LSCs, typically at a higher quality of individual and team competition. Other benefits include:

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

### Signing up for Meets

When a meet invite is available, we typically send an email notification once registration is open on the website. Also, meet invitations are posted on the CIA and meet sponsor website. A meet invitation explains the rules of a meet, entry limits and events offered so review the invite carefully before selecting events. All invites follow a specific format which makes it easier to find the information. If you have any questions please log onto the CIA website and view the tutorial on meet entry if you have any questions. Also, you can contact any of our coaches or board members.

Meet entry fees are automatically calculated and appear on your next electronic invoice. The meet entry fee includes a per-event charge, 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 listed "per event" rate.

## Relays

Relays are an important part of competitive swimming. Relays can be a source of great team work, or frustration because four swimmers must work together. Coaches determine the composition of the relays based on who has signed up for a particular meet. Relays are not listed on the preview info but on the meet info. If your athlete is on a CIA relay please make sure they attend the meet. Three other swimmers are relying on your athlete. Coaches determine the relays based on “best times” and performance at practice. Please respect the coaches’ decisions.

## 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 meets of the season. It’s important that swimmers attend final meets to see their improvement from the beginning of the season. For example, if a swimmer achieves two or more state cut times over the course of the season, they should recognize the accomplishment by attending the state meet. 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 be conscious of eating healthy foods and getting plenty of sleep during the season and particularly during the taper period.

## Meet Suggestions

- 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.
- Arrive at least 15 minutes before the start of warm-ups.
- Only swimmers are allowed on the pool deck so we recommend finding a place in the stands with other CIA parent/guardians.
- Encourage your athlete after they swim and leave suggestions and advice to the coaches.
- 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.

## 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 shouldn’t allow the incident to ruin the whole meet. Being disqualified can be a valuable lesson and it happens to the best of swimmers.

## 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 wear and fading of the team/meet suit, 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.

## Team Procedures at Swim Meets

### 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.

- **Before the Meet**
  - Please arrive at the pool at least 15 minutes before the scheduled warm-up time and check in with a coach.
  - Once you arrive, look for familiar faces 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 a very popular app used at a majority 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).
  - Using a meet program or an app such as Meet Mobile, verify the events 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 our 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.

### Away Meet 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 make arrangements for 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.

Coaching Expenses. 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 must pay for the coaches meet fees in addition to the coaches' transportation, hotel, and meals. The 25-swimmer minimum does not apply to National meets (Sectionals, Grand Prix series, Junior Nationals, Nationals and Olympic Trials). The head coach determines which coaches attend given meets. This policy can be changed with board approval if the head coach makes a request for a specific meet. Local meets have their own policy.

National Meet Expenses. For National meets, CIA will reimburse all coaching expenses if four or more swimmers attend. If three or fewer swimmers attend, and coaching expenses exceed \$400, each family will pay a \$100 "coaching expense" fee to the club. National meets include Sectionals, Grand Prix series, Junior Nationals, Nationals and Olympic Trials.

### Team Travel/Chaperones

Team travel meets are away meets attended by swimmers, coaches and adult chaperones, traveling, dining, and lodging as a team, as distinguished from away meets where swimmers travel and stay with their families. 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. They may also be used for transportation needs.

### CIA Team Travel Code of Conduct

The head coach or designated head coach will have full authority over all trip participants. This individual will also handle any decisions required during the trip, as well as ensuring that the travel policy is enforced at all times during the trip.

In addition to the Swimmer Code of Conduct, the following Traveling Code of Conduct applies when participating in team traveling events:

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 remain wide open at all times.
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.

### Travel Safety Policy

In accordance with USA Swimming recommendations, the following guidelines will be followed:

1. Background check. Coaches, team managers, and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
2. Open and observable environment. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership (two adult chaperones or staff) and open and observable environments will be maintained. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
3. Hotel. Regardless of gender, a coach or chaperone shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach or chaperone is the parent/guardian, guardian, sibling or spouse of that particular athlete).
4. Transportation. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete unless prior parent/guardian permission is obtained.
5. During overnight team travel, if athletes are paired with other athletes they will be of the same gender and similar age. Chaperones or team managers will ideally stay in nearby rooms.
6. One Athlete/One Coach permission. When only one athlete and one coach travel to a competition, the athlete must have their parent/guardians' (or legal guardian's) written permission in advance to travel alone with the coach.
7. Buddy Club. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
8. Travel Meet Decisions. The head coach will determine for which travel meets CIA will provide chaperones and will have the authority to limit or cap the number of travel meet swimmers-based liability, logistical, or disciplinary issues.

### Chaperoned Travel Meets

CIA will arrange for accommodations and ground transportation for the chaperoned swimmers and the chaperones. Each chaperoned swimmer will be responsible and will be billed by CIA, for a pro-rata portion of all chaperoned swimmers' ground transportation and accommodations, and for a pro-rata portion of all of the chaperones' covered expenses. All swimmers and chaperones will be directly responsible for their own meal expenses. The following items apply to chaperoned travel meets;

- **Consent Form** - All chaperoned swimmers attending a travel meet, as well as one of their parent/guardians if they are under the age of 18, will be required to sign a travel consent form.
- **Air Travel** - If the head coach allows CIA parent/guardians to directly arrange and pay for their chaperoned swimmers' airfare, those parent/guardians who do so will not be billed by CIA for airfare (but will still be required to pay their portion of the rest of the expenses, as set forth above).
- **Adult Swimmers** - If the head coach allows a swimmer who is 18 years or older to arrange and pay for his or her own transportation and accommodations, that swimmer will not be billed by CIA for such expenses (either his or her own or for any portion of other swimmers') for which the swimmer makes his or her own arrangements.
- **Payment of Expenses** - Whenever possible, CIA will bill swimmers prior to the travel meet for expenses due from them and payment of such expenses will be due prior to travel; all other expenses due from the swimmers will be billed after the travel meet with payment due upon invoice. There will be no refunds of

any airfare which has been prepaid by CIA unless another swimmer takes the non-attending swimmer's place. The non-attending swimmer will be charged and responsible for any fees charged to or penalties imposed on CIA as a result of changing the named ticket holder.

## Parent/Guardian Responsibilities and Information

### General Information

In order 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 this 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 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 following email address; [swim@centraliowaaquatics.org](mailto:swim@centraliowaaquatics.org). Inquiries are answered 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.

### Problems with Coaches

Some parent/guardians choose to discuss their complaints about coaches/training with other parent/guardians rather than taking directly to a coach. With this approach, problems are never solved and often grow larger. We strongly encourage direct communication with the coaching staff and offer these guidelines for discussing difficult 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.

### CIA Volunteer Requirements

The success of the CIA swim club is largely due to the support of our parent/guardian and family volunteers. We need parent/guardian support in every aspect of this organization for that success to continue. Our volunteers play an important role from board members, to participating in committees, to assisting at swim meets.

It can take more than 100 volunteers to host a single meet. And outside of meets, there are hundreds of task hours that need someone volunteering. Without everyone's help, we simply couldn't host meets or function as a club. Therefore, we have a volunteer requirement that 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

During registration families will select, based on availability, the volunteer category they'd prefer. Below are some examples of volunteer categories: Meet Timers, Meet Marshalls, Meet Officials, Meet Hospitality, Team Dinners/Awards and Team Fundraising Events

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, in order for the family to receive credit for those volunteer hours.

At meets, unless excused by the meet director, the volunteer must remain during the entire length of the volunteer slot they are working, regardless of when their own swimmers' races are completed. For non-meet events, unless excused by the head of the committee, the volunteer must remain during the entire length of the volunteer slot they are working.

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 are allowed to receive credit for service hours worked.

### How to Volunteer

Volunteers must sign up online prior to the event. Team Unify has a system for tracking your volunteer hours. You must sign up for your volunteer position under "job sign up" by midnight prior to the start of the event. The jobs are on a first come first serve basis so check the website often and sign up quickly.

Volunteers must also ensure they check-in as required at the meet in order to receive credit for their participation. It is the volunteer's responsibility to check-in and this is how your participation is verified.

### [Become an Official](#)

USA Swimming relies on certified volunteer officials to facilitate swim meets. All parent/guardians, regardless of swimming knowledge, are welcomed and encouraged to become certified and become part of the USA Swimming Officials team. For more information, contact any coach or board member.

### [CIA Board of Directors](#)

The CIA Board meets monthly and publishes meeting minutes in the CIA newsletter. You can find a complete list of board members on the website. 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.

### [Team Membership Fees](#)

CIA dues must be paid prior to participation in CIA activities. Any swimmer that participates in a meet or practices in August or March will be charged half month dues for that month. The required payment method is website autopay (credit card or bank draft). Auto pay is required for all families. On the 1st of each month, you will receive an electronic invoice with dues for the upcoming month plus any unpaid fees. Payment is considered late after the 20th of the following month. Swimmers without a paid USA Swimming registration are prohibited from entering the water for insurance purposes. USA registration must be renewed annually. Current annual/seasonal fees and monthly swim group fees can be found on the website.

**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.

**Family Discount** - Families with three or more swimmers receive a discount on their swimmer 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 dues.

**Financial Assistance** - CIA tries to assist families with financial needs. However, limited funds are available. For additional details, please contact either the Registrar or the Board President.

### [Central Iowa Aquatics Registration](#)

Central Iowa Aquatics offers a comprehensive training program for all swimmers from those just out of swimming lessons through high school and college swimmers. Training groups are available that fit the needs and abilities of each swimmer.

Annual registration is required for each swimmer in our program. Annual registration begins in mid to late August before the start of the Short Course Season. Swimmers may join the team at any time during the season.

Registering for the team is a commitment to pay dues for the duration of the season for all swimmers except those in the Intro group and the Masters group when it is offered. By continuing to swim with the team during the long course season (beginning late March/early April), you are agreeing to pay dues for the entire long course season.

High school swimmers will have their dues adjusted during the short course season based on their high school season.

CIA offers 2 seasons:

- **Short Course Yards (SCY);** September thru early March with State Championship meet typically in mid/late February. Actual season length can vary based on age and training group.
- **Long Course Meters (LCM);** April thru early August with the State Championship meet typically in late July. Actual season length can vary based on age and training group.

At the time of registration, credit card payment of three charges is required for each swimmer:

- **USA Registration** – All swimmers in our program are required to be USA Swimming members. USA Registration is paid annually at the time of registration.
- **CIA Seasonal Fee** – This fee is charged at registration for the Short Course Season and the Long Course Season to cover various administrative costs the club incurs.
- **First Month of Swimmer Dues** – This amount varies based on the swim group and day of the month the swimmer joins. Swimmers are assigned to a swim group by the head coach or the head age group coach.

The USA Registration fee and CIA Seasonal fee are non-refundable. Refunds of swimmer dues are only offered if the Extended Leave Policy applies.

#### [Central Iowa Aquatics Late Pickup Policy](#)

We know that fitting swimming into our family schedules can be a challenge. But, when late pick-up is a more than 30 minutes or a regular occurrence, it becomes a problem. Coaches must stay late with swimmers when this happens, and sometimes two coaches are required to stay. It is important to honor our coaches' time. 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.

When a pick-up is 30 minutes or more on any occasion or on the third occasion of a late pickup less than 30 minutes for a family within a rolling twelve-month period there will be a late pickup charge applied to the next monthly invoice. A late pickup is defined as the swimmer's ride arrives ten or more minutes after the scheduled time practice ends. When a pick-up is more than 30 minutes on a single occasion or on the third time of less than 30 minutes, the family will be charged \$25 per every ten minutes they are late ten minutes after the scheduled time practice ends.

#### [Central Iowa Aquatics Extended Leave Policy](#)

We recognize the importance of the health and well-being of our swimmers. Because of this, CIA offers an extended 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.

After the swimmer has not attended practice for thirty days dues will no longer be charged until they return to practice. Dues will be charged once the swimmer begins practice. The following conditions must be met for extended leave:

- The swimmer's coach should be notified immediately when it is known a swimmer may be out for an extended period of time.

- To be considered for extended leave, a swimmer will 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 the family will provide regular updates to the swimmer's coach on their condition.

The swimmer will be allowed to return to practice upon providing documentation from the same doctor or medical professional clearing the swimmer's return. Swimmer dues will resume at this time. This will apply whether the swimmer returns to practice on a limited basis or full-time basis.

This policy 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.

### [Donations and AmazonSmile Program](#)

Central Iowa Aquatics is completely 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 a CIA board member if you are interested in making a donation.

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's Easy!

- Instead of shopping via amazon.com, go to smile.amazon.com. Here's 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 don't 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!

### [Privacy Protection Act](#)

In order 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. ("ISI"), or Central Iowa Aquatics.

### [Information Collected by Central Iowa Aquatics](#)

CIA does use information collected regarding athletes in the course of 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.

Limited pictures of athletes are allowed on the website and CIA social media sites (Facebook, Twitter and Instagram). Photos are collected in accordance with Central Iowa Aquatics photo policy found in the CIA Member Handbook.

Pictures from CIA public events may be published. Central Iowa Aquatics complies with suggested Federal guidelines to limit identifiable markers in photographs so there are no more than 3 markers. Personalized team caps are blurred when possible.

News items may be shared from other news sources that contain information which identifies an athlete for accomplishments in the sport of swimming.

Parent/guardians may request that any posted photograph, or any other information, be removed from the CIA website or social media sites.

## Additional Policies and Procedures

Below are additional policies and procedures approved by the CIA Parent Board for its members. Please feel free to contact the head coach or any board member if you have any questions or suggestions.

### [Minor Athlete Abuse Prevention Policy \(MAAPP\)](#)

#### **THIS POLICY APPLIES TO:**

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

#### **GENERAL REQUIREMENT**

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parent/guardians, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

#### **ONE-ON-ONE INTERACTIONS**

I. Observable and Interruptible - One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

## II. Meetings

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

## III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the Central Iowa Aquatics

## IV. Individual Training Sessions

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

## **SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS**

I. Content - All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent/guardian - Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue - Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by Central Iowa Aquatics, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours - Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication - Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" Central Iowa Aquatics and/or LSC's official page. Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

## **TRAVEL**

I. Local Travel - Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s). Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

II. Team Travel - Team travel is travel to a competition or other team activity that the organization plans and supervises.

a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult. Team Managers and Chaperones who travel with Central Iowa Aquatics or LSC must be USA Swimming members in good standing.

b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.

c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

## **LOCKER ROOMS AND CHANGING AREAS**

I. Requirement to Use Locker Room or Changing Area - The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices - Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

III. Undress - An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions - Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

V. Monitoring - Central Iowa Aquatics must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

VI. Legal Guardians in Locker Rooms or Changing Areas - Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

## **MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES**

I. Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

II. General Requirement - Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

### III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Central Iowa Aquatics.
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.

Adopted: June 23, 2019 Last reviewed on: July 1, 2019

#### Medical Release Waiver

I certify that I am the parent/guardian or legal guardian for my athlete(s). I hereby give my permission for any supervisor, coach or other team administrator associated with the Central Iowa Aquatics to seek and give appropriate medical attention for our athlete(s) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge Central Iowa Aquatics and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in Central Iowa Aquatics activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my athlete(s) are physically fit and capable of participation in all swim team activities.

By registering my athlete(s) with Central Iowa Aquatics, I agree to participate (or allow my athlete(s) and family members to participate) in Central Iowa Aquatics, and hereby release Central Iowa Aquatics, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my athlete(ren) and family members) while participating in the Central Iowa Aquatics program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my athlete(s) and/or other family members, or damage to my property, the property to my athlete(s) and/or other family members, or both, while I (or my athlete(s) or family members) participating in the Central Iowa Aquatics program.

Any practices done on my own (not with the team) are at my own risk.

#### Electronic Communication/Photo Policy

**PURPOSE** - Central Iowa Aquatics recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

**GENERAL CONTENT** - All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection and the Minor Athlete Abuse Prevention Policy (MAAPP).

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use
- sexually oriented conversation with sexually explicit language and/or sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems
- inappropriate or sexually explicit pictures

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent/guardian, the guiding principle to always use in communication is to ask: Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting or Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parent/guardians, the coaching staff, the board, or other athletes?

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.

**Transparent:** All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

**Accessible:** All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent/guardian in the communication so that there is no question regarding accessibility.

**Professional:** All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

**FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES** - Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete this is not permitted. Coaches and athletes are not permitted to private message each other through Facebook. Coaches and athletes are not permitted to instant message each other through Facebook chat or other IM methods.

The Club has an official Facebook page that athletes and their parent/guardians can "friend" for information and updates on team-related matters.

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

**TWITTER** - The Club has an official Twitter page that coaches, athletes and parent/guardians can follow for information and updates on team-related matters. Coaches and athletes may follow each other on

Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to direct message each other through Twitter.

**TEXTING** - Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 5:00am until 12:00am (midnight). Texting only shall be used for the purpose of communicating information directly related to team activities.

**EMAIL** - Athletes and coaches may use email to communicate between the hours of 5:00am and 12:00am (midnight). When communicating with an athlete through email, a parent/guardian, another coach, or a board member must also be copied.

**REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS** - The parent/guardians or guardians of an athlete may request in writing that their athlete not be contacted by coaches through any form of electronic communication.

**PHOTOS** - Photos are sometimes taken during swim meets and during other activities of CIA athletes and coaches by an authorized CIA volunteer. Action photos taken will be for the celebration of the sport of swimming and preserving memories. The photos will exhibit a standard of decency and will not exhibit torn swim suits; should not be taken of starting athletes with photographer standing behind the starting blocks at the beginning of their race or exhibit an athlete getting out of a pool; and will not be taken in locker rooms or changing areas at any time. The photos may be used on the slideshow of the team website and may be posted on the secure team photo share website for CIA families to download and enjoy. Parent/guardians and athletes may later post the photos of themselves or their athletes on social media sites but are encouraged to obtain approval of other parent/guardians or other athletes before posting any photos of other athletes on social media sites. Each family participating in CIA is deemed to consent to photos being taken of their athletes and used for the above stated purposes.

Parent/guardians have the right to refuse for their athlete to be photographed or the athlete's name being placed in a press release. Parent/guardians not wanting their athlete to be photographed or named in a press release completed by CIA volunteers should fill out and submit a photo and media "opt-out" form available on the team website. It is to be understood by any parent/guardians submitting an "opt-out" form that swim meets and club activities are often public events where parent/guardians, outside photographers or attendees are not governed by the club policy. Photos posted on the slideshow of the team website should not have an athlete's name legible on exhibited swim caps. Occasionally some photos will be used in press releases created by CIA or its authorized representatives for newspapers and publications. Each family participating in CIA is deemed to consent to photos being taken of their athlete(s) and used for the above stated purposes.

### [CIA Anti-bullying Policy](#)

**PURPOSE** - Bullying of any kind is unacceptable at Central Iowa Aquatics and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parent/guardians 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 the Club's Bullying Policy and Action Plan:

- To make it clear that Central Iowa Aquatics will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parent/guardians and swimmers a good understanding of what bullying is.
- To make it known to all parent/guardians, 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 Central Iowa Aquatics takes bullying seriously and that all swimmers and parent/guardians can be assured that they will be supported when bullying is reported.

**WHAT IS BULLYING?** - The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other 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 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 they have been bullied is asked to do one or more of the following things:

- Talk to your parent/guardians
- 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:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.

6. 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:

**FINDING OUT WHAT HAPPENED** - First, we get the facts.

- Keep all the involved athlete(s) 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.

Next, 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. Coaches and/or board reviews 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 athlete feels like there is a power imbalance, there probably is.
- Has this happened before?
- Is the athlete worried it will happen again?

Remember that it may not matter who started it. Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior. Once you have determined if the situation is bullying, support all of the kids involved.

**SUPPORTING THE KIDS INVOLVED** - Support the kids who are being bullied.

- Listen and focus on the athlete. Learn what has been going on and show you want to help. Assure the athlete that bullying is not their fault.
- Work together to resolve the situation and protect the bullied athlete. The athlete, parent/guardians, and fellow team members and coaches may all have valuable input. It may help to:
- Ask the athlete 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 athlete who is bullied should not be forced to change.
- Develop a game plan. Maintain open communication between the Club and parent/guardians. 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 athlete.

Address bullying behavior and make sure the athlete 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 athlete that bullying will not be tolerated. Model respectful behavior when addressing the problem.

Work with the athlete to understand some of the reasons he or she bullied. For example:

- Sometimes athletes bully to fit in or just to make fun of someone who 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 be in need of 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 athlete 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 the three strikes you are out strategies don't work. Suspending or removing swimmers who bully from the team 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 athlete 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/guardian, 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.

## CIA Encourages Swimming in College

### 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's right for you, no matter what your ability. Not everyone will be able to swim for a NCAA Division I powerhouse like Stanford or Texas, but there's no shame in swimming for a smaller Division I, II, III, or NAIA school. If you find one where your teammates share similar values and goals, one that will foster your growth as a student athlete, your experience will be a rewarding one.

There is often a misconception in the college search process that if you are not recruited or have not been offered a scholarship you must not be very good. ***That view is completely 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.

With the scholarship limits that are imposed by the NCAA, most college coaches are going to be looking at a student's academic ability. The vast majority of swimming student athletes receive financial aid through academic related scholarships, grants and student loans, not through athletic scholarships.

### Athletic Scholarship

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 on the basis of 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.

### What Does 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

### Picking a School

CIA wants every swimmer on the team to swim in college. The club 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. Will the team commitments allow you time to be involved in say Greek life or student government? Here are some other considerations;

- **Evaluate getting accepted** - It is very important to review the acceptance standards of any and 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 don't, it is important to review all of 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 the different types and 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's important to note any college experience is what each individual 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. Seven of the 10 courses must be successfully completed in English, math and science.
  - 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 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 \(NAIA\)](#)

## [Recruiting Trips](#)

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 truly 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

Verbal commitment is the phrase used to describe a college-bound student-athlete's commitment to a school before he or she is able to 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.

### Committing to a School

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 as long as 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.

### 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.

### 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 look into 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.

### Additional Athletic Scholarship Information

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.