



**DES MOINES SWIMMING FEDERATION  
TEAM HANDBOOK**

Updated: November, 2021 to remove dates throughout the policy, remove coach names, removed a reference to a hotline, added a chain of command section in the communications section, updated the dues and registration section, and update on the group descriptions to refer to the Team Website, and to update the bylaws.

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## **INTRODUCTION**

The purpose of this handbook is to explain to what the Des Moines Swimming Federation is and to outline various policies that affect all swimmers. All families should read it so that they may become familiar with important facts and rules of the club.

## **WHAT IS USA SWIMMING?**

United States Swimming is the national governing body for amateur competitive swimming in the United States. It was conceived in 1978 with passage of the Amateur Sports Act, which specified that all Olympic sports would be administered independently. Prior to this act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USA Swimming Headquarters office was established in Colorado Springs, Colorado, in 1981 and is located at the Olympic Training Center.

As the National Governing Body for the sport, USA Swimming is responsible for the conduct and administration of swimming in the United States. In this capacity, USS formulates the rules, implements policies and procedures, conducts the national championships, disseminates safety and sports medicine information and selects that athletes to represent the United States in international competition.

USA swimming organizations are divided into four zones –east, south, west, and central. Each of these zones is split into LSC’s (Local Swimming Committee). DMSF is part of the LSC, Iowa Swimming Incorporated or ISI. Their website is <http://www.isiswim.com> which contains information regarding ISI codebook, Iowa records, and Iowa meets. For more useful information on USA Swimming please go to their website at [www.usaswimming.org](http://www.usaswimming.org).

## **WHAT IS THE DES MOINES SWIMMING FEDERATION?**

Des Moines Swimming Federation (DMSF) is a 501(c)(3) not for profit organization, bringing together swimmers throughout Des Moines and the metro area for the purpose of reaching their swimming goals in a team atmosphere. DMSF has a long history of success as one of the oldest swim clubs in the state of Iowa. Established in 1982, we have a tradition of swimming excellence with a long list of Iowa records and many success stories. Beyond swimming our athletes walk away with lifelong friends that they have met within the team and across the state of Iowa.

## **MISSION STATEMENT**

The Des Moines Swim Federation (DMSF) will provide a safe, enjoyable, well-organized environment whereby each member is given an equal opportunity to pursue and achieve excellence both in and out of the water through the sport of swimming.

## **VISION STATEMENT**

The vision of DMSF is to be Iowa’s premiere competitive swim team by giving all members the opportunity to develop, through a well-organized fundamentally principled swim program, and to progress to the highest competitive level that an individual is capable of achieving. DMSF staff, board, volunteers, and parents will support swimmers in developing a deep respect for teamwork, friendship, and life-long learning while striving for individual’s to reach their fullest athletic potential. DMSF will also:

1. Provide an atmosphere where young people can develop confidence, personal responsibility, positive self-image, healthy habits, and an optimistic attitude.
2. Offer entry level swim programs for young swimmers who are capable of performing the free style and back strokes, and who wish to develop and improve their basic stroke and racing techniques.
3. Offer entry level swim lessons in an effort to grow and develop the DMSF team.
4. Subscribe to the principles of the Olympic Charter, which promotes the joy of effort, living a balanced lifestyle, and displaying respect at all times for one’s self, one’s competitors, coaches, and teammates.

## **DMSF GOVERNING STRUCTURE**

DMSF is managed by a volunteer parent board-of-directors comprised of eight elected officials. Directors are elected to a two-year term by the general membership at the annual October meeting. It is the responsibility of the board to make recommendations regarding the hiring and firing of staff, develop an annual budget, conduct performance evaluations of staff, make recommendations regarding salaries, oversee the annual club audit, collect fees, provide record-keeping for the club and its members, and appoint chairs of various committees. The board generally meets monthly. All board meetings are announced ahead of time and are open to the general membership. A complete description of our governing structure is in our by-laws included at the end of the handbook (Appendix D).

## **RESPONSIBILITIES OF THE PARENT BOARD**

The purpose of the Board shall be exercised by or under the authority of, and the business and affairs of DMSF shall be managed under the direction of, the Board of Directors. The duties of the Board of Directors shall include but not necessarily be limited to: making recommendations in regard to hiring and firing of staff, developing the annual budget for approval by the Regular Members, work performance reviews of staff, overseeing annual audit of all books and financial accounts held by DMSF, the collecting of fees, bill paying, record keeping, and appointing of committee chairs. The day-to-day management responsibilities may be delegated to the officers or Administrator at the discretion of the Board of Directors.

The Parent Board is in charge of the “dry side” of operations. This includes things such as:

- We will operate the club according to the by-laws.
- We will conduct regularly scheduled monthly board meetings; post an agenda and make available meeting minutes.
- Board meetings will be open to all members of DMSF.
- We the club will operate on a calendar matching the ISI calendar (September through August).
- We will support the coaching staff through continuing education and accreditation programs sponsored by USA Swimming, American Swim Coaches Association or other accredited source.
- The president will maintain bi-weekly communication with the Head Coach and will conduct reviews as scheduled per contract.
- We will support our team manager by providing resources and training as necessary to effectively perform the duties as described by the club.
- We will maintain a website as a means of communication to swimmers, coaches and parents.
- We will head various volunteer committees.
- We will not direct the coaching staff regarding training methods or techniques.
- We will be available on a limited basis for special meetings.
- We will not respond to individual issues regarding swimmer / coach / parent relationship unless those issues cannot be resolved after a direct meeting with the parties involved.
- We will continue to host swim meets as pool availability and volunteer efforts allow.
- We will pursue outside sources of funding, sponsorship and grants.
- We will conduct / sponsor fundraising activities.
- We will market our club through the website, distribution of flyers, volunteering or other means at our disposal.

## **COACH'S ROLE**

Des Moines Swimming Federation coaches' main responsibility is to mold all of our swimmers into the best swimmers that they can be. In addition, coaches mentor swimmers in life skills and positive values. Coaches shall build relationships with team families, to achieve mutually set goals for each swimmer. Coaches also help the team to build relationships with other aquatic organizations.

The head coach(es) shall be in charge of the "wet side" of operations. This includes things such as:

- Overseeing all levels of swimming: designs, policies and plans for all groups.
- Directly coaches at least one group.
- Educates and supervises all coaches.
- Sets practice schedule.
- Sets workout groups and criteria for advancement.
- Attends highest level of competition and sees that all swim meets are attended by a team coach.
- Has authority to dismiss any swimmer per disciplinary policy / procedures of DMSF.
- Sets team performance goals.
- Determines meet schedule and policies for team.
- Recommends to the board the hiring or dismissal of all coaching staff.
- Authority to dismiss staff only with Board approval.
- Plans and directs staff meetings at least once a month.
- Educates and supervises all coaches.
- Formally evaluates all staff members two times during the short course season and once during the long course season.
- Coordinates stroke instruction and training principles at all sites and workout groups for consistency.
- Oversees individual and team entries.
- Supervises athletes at meets.
- Sets attendance and discipline policies for swimmers.

All Coaches are responsible for:

- Designing or overseeing daily workout groups.
- Facilitate individual goal setting process with swimmers.
- Has prompt attendance on all scheduled practices and swim meets.
- Maintains attendance lists.
- Establish an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship, responsibility and respect.
- Challenge swimmers mentally and physically.
- Recommends individual's meet schedule (with parent approval).
- Selects individual meet events including relay assignments.
- Supervises meet warm-ups to prepare swimmers, to ensure safety and to comply with USA Swimming warm-up procedures.
- Attends all pertinent meetings at meets.
- Match swimmer with the appropriate training group.
- Move swimmer from one training group to another group
- Maintain a schedule of 2 hours per week to meet with athletes / parent by appointment only

All DMSF coaches must meet high criteria set forth by USA Swimming. Each coach is a certified in athlete protection and holds a current First Aid and CPR Training for the Professional Rescuer certification. Coaches are also required to complete the USA Swimming Safety Training for Coaches Course. DMSF coaches have also passed a background check. All of the above requirements must be kept up to date for a swim coach to remain in good standing with USA Swimming and the Des Moines Swimming Federation.

## **PARENT/GUARDIAN'S ROLES & RESPONSIBILITIES**

**Be supportive.** A parent's major responsibility is to provide a stable, loving, and supportive environment. This positive environment will encourage your child to continue. Parents can show their interest by ensuring their child's attendance at practice and by coming to meets. The best way to help a child achieve his/her goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child does make one, remember that he/she is still learning. Encourage his/her efforts and point out the things he/she did well. As long as he/she gave his/her best effort, you should make him/her feel like a winner. The coach is the only one qualified to judge a swimmer's performance and technique. A parent's role is to provide support.

**Be a good role model.** Parents are not participants on their child's team, but contribute to the success experienced by their child and his or her team. Parents serve as role models and their attitudes are often emulated by their children. Be aware of this and strive to be positive role models. Most importantly show good sportsmanship at all times toward coaches, officials, opponents and teammates.

**Be a volunteer.** DMSF is a non-profit organization made up of very dedicated volunteers. Parents donate their time, energy and expertise at every level from volunteering at meets to serving as a board-of-directors. Without parent volunteers our club could not function; therefore, it is a required expectation that ALL parents volunteer at some level. A list of volunteer positions is provided in this handbook.

Parent/Guardian Expectations of the Des Moines Swimming Federation (DMSF):

- I understand my swimmer will be challenged both mentally and physically at practices.
- I am not a coach and will not attempt to coach my child during practices or meets.
- I understand that it is inappropriate to confront a board member or coach at a meet or practice. Coaches will maintain an appointment schedule and the board will hold regular meetings.
- I understand that the coaches are acting in the best interest of the team and my swimmer.
- I understand that the swimmer / coach / parent relationship requires a commitment from all parties to be successful. Its success/failure depends on trust and the ability to overlook minor imperfections, much like a marriage.
- I understand that the coach needs to know of any injuries or illness that will affect my swimmer's ability to train.
- I understand that board members are volunteers that are involved with many different aspects of operating the club, their time is limited and patience needs to be exercised.
- I understand that swimmers may not be treated equally. Each swimmer has different capabilities and motivations, higher expectations accompany talent.
- A parent's attitude toward swimming, the program, the coach and the swimmer's participation is key towards the swimmer's attitude and success.
- Take the long view, your swimmer is a work in progress.
- I understand that coaches make many decisions and I will not agree with all of them.
- I understand that some strokes are terminal, I will support the coaches' ability to change these stroke deficiencies, even if it means they sacrifice speed short term.
- I will expect my child to be coachable and not be disruptive during practice.
- I understand the coaching staff has the authority to remove my swimmer from an individual practice at any time for disruptive behavior.
- I will communicate concerns about the program or my child's progress with the coach, not with my child. I will not complain about a coach to a child.
- I have read and understand the discipline policy contained in the team handbook.
- As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the team, coaches, officials, board members &/or any participating swimmer will not be permitted or tolerated. This includes social network sites such as Twitter, Facebook, etc.

## **SWIMMER'S ROLE & CODE OF CONDUCT**

As a swimmer & member of the Des Moines Swimming Federation (DMSF), I will abide by the following code of conduct:

- I will conduct myself with dignity and respect for others and for the property of others.
- I will be on time for practice, training sessions, and meets.
- I will comply with all team rules.
- As a matter of team pride & courtesy to meet hosts, pool facility operators, & janitorial staff member, swimmers will leave the DMSF team area in a neat & clean condition at the conclusion of each practice session. I understand this also applies to pool locker/rest rooms, bleacher areas, pool decks, etc.
- I will respect the rights and space requirements of other groups using the swimming facility.
- I will practice and teach good sportsmanship. I will offer congratulations and encouragement to his/her opponents.
- I will promote positive team spirit and morale. I will support my teammates at practice and at competition. Working together as a unit will benefit each team member and is an important part of the Des Moines Swimming Federation spirit.
- I will follow verbal directions of the coaching staff. At no time will disrespectful attitudes by any swimmer be tolerated.
- I will follow the Code of Conduct at home, at away events and at any event where the Des Moines Swimming Federation is represented. This includes when wearing DMSF apparel.

### **Prohibited Behavior:**

I understand that at no times will the following be accepted:

- Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco).
- Destructive behavior.
- Inappropriate or unruly behavior, including fighting or striking another athlete.
- Inappropriate language (swearing or derogatory comments) or lying.
- Stealing and vandalism.
- Bullying or isolating another swimmer.
- Interference with the progress of another swimmer during practice or at any other time.

### **Swimmer Guidelines & Expectations**

- I understand all expectations as described for my training group.
- I understand that if circumstances within or beyond my control do not allow me to meet those expectations stated then a rematch for the training group is possible.
- I understand I will be challenged mentally and physically on a daily basis.
- I will come to practice prepared to face this challenge.
- I will support my teammates in their efforts to succeed and maintain a positive attitude.
- I will participate in practices as directed by the coaching staff.
- I will not waste practice time and respect the instruction of my coaches.
- I will not exit the pool unless injured or that I have received permission from a coach.
- I will stretch before each practice to reduce the risk of injury.
- I will work as a team. "United we stand, divided we fall"
- I understand that while at DMSF practice or swim meets that I will be respectful to all coaches, athletes, parents and surrounding environment.
- Shake hands with your competitors after a race and cheer on your teammates at meets AND at practice!
- I will eat healthy and make sure to replenish energy with healthy choices.
- I will remember to bring and use my water bottle at all practices.
- I understand that while at DMSF practice I may not wear a swim suit or cap relating to a local high school team or competing program.



- I understand that communication with the coach will be key for a successful season for each individual as well as the entire team. This includes
  - Questions in training or technique
  - Goals
  - Absence
  - Sickness
  - Anything that could impact my performance or the team in general
- I understand that part of the DMSF experience is to be involved with the team through:
  - Positively supporting our teammates and families
  - Participating in meets; especially our championship meets (Silver, State, Sectionals, Futures, Juniors, etc) as well as our home meets.
  - Participating on relays at meets
  - Financially supporting the team by taking part in fundraising activities
  - Recruitment of other families
  - Attendance of team gatherings and service projects
- The coaching staff has the authority to remove me from an individual practice at any time for disruptive behavior.
- My coach will select my meet events (swimmer may be consulted).
- I have read and understand the discipline policy contained in the team handbook.

## **USA SWIMMING CODE OF CONDUCT**

The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it...Any member, former member, or probation, suspended for a definite or indefinite period of time with or without terms or probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct...[which includes] Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances.





## **RELEASE OF LIABILITY**

By registering my child(ren) with the Des Moines Swimming Federation, I agree to participate (or allow my child(ren) and family members to participate) in the Des Moines Swimming Federation, and hereby release Des Moines Swimming Federation, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the Des Moines Swimming Federation 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 child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the Des Moines Swimming Federation program.

## **DISCIPLINE POLICY**

The Des Moines Swimming Federation Code of Conduct shall be in force for all swimmers during practice, during swim meets, and at events sponsored by, or in which, DMSF is represented. The DMSF discipline policy states that the following steps will be taken if a swimmer violates the code of conduct:

### **Notification:**

The coach will notify the swimmer of the issue as soon as possible after the event occurs. At the discretion of the coaches, notification may also be given to the swimmer's parent (s). This will depend on the situation, the severity of the violation and the age of the swimmer.

### **Education:**

Depending on the violation, during or after notification to the swimmer, the coach may attempt to educate the swimmer in reference to the incident.

### **Action:**

After a first violation and an attempt to educate the swimmer toward better decision-making, the next violation will result in removal from the practice. The coach may request a meeting with the swimmer and the swimmers parent (s) prior to allowing the swimmers return to practice. If a swimmer is suspended from practice the board president will be promptly notified. A suspension of greater than two practices will require a meeting of the coach(s), parent(s), swimmer and board representative (s).

### **Termination:**

Termination from DMSF is not taken lightly and will be used only as a last resort. Termination will occur after notification, education and action have already taken place and the violations continue. Termination may also occur immediately in the event of a very severe infraction but need the agreement of both the coach and the board. If a swimmer is suspended or terminated from the team for a violation of conduct there will be no refund of swimming fees given.

Every effort will be made to maintain dignity and respect in the course of following the discipline policy. While the DMSF board empowers the coaching staff to handle disciplinary issues, we also lend our support to the coaching staff, the swimmers, and the parents. Disciplinary issues may be brought to the board at any time. All disciplinary matters will remain confidential to the best of our ability.

While the board expects swimmers and their parents to abide by the disciplinary policy at all times, the board also expects the coaches to follow such policy. To that end, violations of the policy should be addressed immediately and professionally and no swimmer shall be allowed to violate the code of conduct without being addressed.

## **COMMUNICATION**

Several methods are used to keep club members informed of team events.

### **General Membership Meetings:**

Monthly meets are held on the second Monday of the month. Reminders of these meetings will be posted on the website and email notification will be sent at least one week prior to the meeting. An agenda is posted in advance. Parents are encouraged to attend and ask questions concerning the operation of the team. An annual meeting of the membership for the purpose of electing new board members, discussing any proposed amendments to the bylaws, and discussing any proposed changes in fees or team operations is held at the October meeting.

### **Email:**

Club email distribution is often used as a communication tool. If you are not receiving periodic emails from the club please notify a coach or board member.

### **Text Messages:**

Any last minute changes will be sent out via text messages and through the Team Unify or On Deck app.

**Chain of Communication:** Concerns or questions about swimming should be directed to the primary coach of the athlete's group first, and if the issue is not resolved at that level or if a parent is not sure who the primary coach is for an athlete's group, the concern or question should be directed to the DMSF head coach. If the issue is not resolved with the DMSF head coach, the Board may become involved to address an issue.

## **FIRE/TORNADO SAFETY PROTOCOL**

In the event that there is a fire/tornado:

- Swimmers are to remain calm, find the Head Coach, follow the Head Coach to safety and wait for a parent/guardian.
- Parent/Guardians are to remain calm, go to safety, find the Head Coach and pick up their child.

The coaches will get the swimmers to a safe place and the parents should attend to their own safety before looking for their child. Once safe, parents can find where the Head Coach and the team are gathered.

## **WEATHER & PRACTICE CANCELLATION**

We will send out any practice adjustments/cancellations due to weather out before an hour before the first DMSF practice of the day. If weather worsens during practice, we will notify parents as soon as possible. We will post this information on our Twitter, Facebook Page as well as in an email. Please use your best judgement when weather is not ideal and we hold practice.

## **LOCKER ROOM POLICY**

All swimmers are expected to be on their best behavior while in the locker rooms. Swimmers should shower and change in the locker room only. The locker room is not an area for swimmers to play. If swimmers are unable to behave while in the locker room then a parent will be asked to monitor the locker room. If no parent is available to monitor, then the use of the locker room will be prohibited.

### **USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies, and the DMSF Minor Athlete Abuse Prevention Policy (MAAPP) prohibit the use of such devices in the locker room or other changing area:

USA Swimming Policy: 305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

## **LEAVING PRACTICE EARLY**

It is highly recommended that swimmers who need to leave practice early let the DMSF coaches know as soon as possible.

## **CONCERNS**

As in any large organization involving significant numbers of families the Des Moines Swimming Federation cannot always be all things to all people. Although conflicts in our club are few, they occasionally arise, and we have a protocol for dealing with them. DMSF is here to support your needs. If your questions are related to workouts, meets, events, goal setting, and other swimming related needs, please contact one of the coaches. For all questions related to administrative, such as dues, safety, or policy issues, please contact one of the board members or the Team Manager.

## **PHOTOGRAPHY RELEASE**

I hereby authorize the Des Moines Swimming Federation to publish photographs or video taken at practice and/or at meets of myself and/or my child or children, and our names and likenesses, for use in the Des Moines Swimming Federation's print, online and video-based marketing materials, as well as other Company publications.

I hereby release and hold harmless the Des Moines Swimming Federation from any reasonable expectation of privacy or confidentiality for myself and for the minor child and children associated with meets and/or practices. Further, I attest that I am the parent or legal guardian of the child or children currently registering and that I have full authority to consent and authorize the Des Moines Swimming Federation to use their likenesses and names.

I further acknowledge that neither I, the minor child, nor minor children will receive financial compensation of any type associated with the taking or publication of these photographs or participation in marketing materials or other publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

The Des Moines Swimming Federation may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. Parents have a right to refuse agreement to their child being photographed. All photographs must observe generally accepted standards of decency in particular:

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



## **TEAM EQUIPMENT AND APPAREL**

A complete list of equipment needed for each practice group is available on the Team website.

- **Goggles** – Goggles are necessary for practice and competition. Select a pair that meets your needs. You may purchase through vendors online, at meets or locally.
- **Swim Caps** – Only DMSF Team Caps are to be worn at competitions. Dome caps are permitted for championship meets. Team Caps Are Required for Competition. If swimmers do not wear a cap, then they are not required to wear a team cap. Caps can be purchased from the Head Swim Coach. DMSF purchased will be billed to your DMSF account.
- **Apparel** – Throughout the season optional merchandise will be for sale such as towels, t-shirts, sweat shirts, parkas, warm ups. T-shirts, sweatshirts and other items, marked with the team name and/or logo are also available for purchase. Team attire is strongly suggested to be worn at all meets. DMSF apparel will be available 1-2 times for purchase each season.
- **Practice Swim Suits** – Each swimmer needs a competitive swimming suit for practice and a separate meet competition suit. Do not wear the team suit to practice. Practice suits should be tight fitting and not baggy. Females should not wear tie-back suits to practice and are prohibited at meets. It is recommended that Gold Group male swimmers wear a brief/Speedo and/or a drag suit to practice. Mesh drag suits generally last longer. Jammers may be worn for all other practice groups. You may purchase suits online through vendors, at meets or locally at a swim shop of your choice. Our website also has a vendor.
- **Competition Suits** – Des Moines Swimming Federation has a team and asks that swimmers wear it to meets. Meet suits will fit quite snugly. Tech suits must be FINA approved suits. Tech suits are not allowed at regular meets. They may be worn only at championship meets or at the discretion of the Head Coach. You may purchase suits online through vendors, at meets or locally at a swim shop of your choice. Our website also has a vendor.

### **10 & Under Tech Suit Policy (New ISI Rule):**

Swimmers ages ten years old and younger shall not compete in “Tech” suits during ISI sanctioned competitions. ISI defines a Technical Suit is any suit that does not have fully stitched seams. Suits that have bonded or taped seams instead of stitched seams are considered Technical suits. 10 & under athletes will be permitted to use any suit that is FINA Approved and has stitched seams.

## **LOST & FOUND**

You are strongly encouraged to label all of your swimmers equipment. Labeled equipment found at practice can easily be returned to the swimmer. Unlabeled equipment found around the pool deck will be placed with the rest of the training equipment. Swimmers should keep all personal belongings on the pool deck and not in the locker room during practice sessions. Other groups can use the locker rooms. **The club is not responsible for lost or stolen items.**

## **SHORT & LONG COURSE SEASONS**

USA Swimming recognizes two seasons within each calendar year. The season beginning around Labor Day and ending in early March is referred to as the short course season. During the short course season meets are recognized as “yard” events. There is also a long course swim season that begins in Mid- March and ends in early August. Meets during long course season are recognized as “meter” events.

## **PRACTICE SCHEDULE**

We practice during the fall and winter at Valley High School, Roosevelt High School, Genesis Health Club, and sometimes at East High School. During the spring and summer we continue to use these facilities along with Birdland pool. You can download a practice schedule from our website. However, practices can change due to sharing pools with other organizations, therefore it is important to check your email and the website frequently.

## **DUES & MEMBERSHIPS**

### **Membership Options**

Registration with DMSF is for a full season (short course or long course), unless there is an athlete injury or for other good cause and approval of the Board. The season's dues will be assessed on a monthly basis. Your registration will roll over from season to season without a requirement for you to re-register. You will be notified prior to the start of each season that you have an opportunity to unregister for the upcoming season. The short course season runs from September through February. The long course season will run from April through July. Members will be responsible for paying for the entire swim season if they do not unregister prior to the start of the season, unless the Extended Absence Policy Applies.

Families can choose to pay monthly by credit card or ACH through our website. All members need to have a credit card on file for expenses throughout the season (meet entry fees, swim caps, etc.).

### **Payment Terms**

In consideration of the participation of the swimmer(s) in DMSF's competitive swim program, the Parent/Guardian agrees to pay the dues for the Swimmer's practice level that is set forth on the Team website. Swimmers are expected to pay for the entire season no matter how many days they attend practice. A swimmer is not allowed to swim until applicable dues are received in full. Dues and fees are non-refundable and non-negotiable. Monthly dues are paid on the 1<sup>st</sup> of each month. If the Swimmer is transferred to a different practice group by the coaching staff, the fees for the new practice group will be invoiced in the next billing cycle.

Terms of sale are:

1. Registration is a seasonal commitment, and although the dues are billed monthly, the commitment is for a full season, except in the case where the extended leave policy applies.
2. A valid credit/debit card must on file for each member for dues. A bank account could be connected as well. However, a credit/debit card must still be on file for meet fees and/or incidentals.
3. Should this account, upon default, be collected by an attorney at law, the undersigned agrees to pay all reasonable attorney's fees in addition to the principal indebtedness and interest thereon. USA Swimming may also be notified of delinquent dues unless the obligation is met.

### **Special Events Fee**

At DMSF we love to work hard, have fun and give back! You will find throughout the season we will have events that focus around all of these things! To help fund these things we ask that each swimmer pay an annual fee of \$10 for special events.

## **USA SWIMMING/IOWA SWIMMING, INC. MEMBERSHIP**

All swimmers must be registered with Iowa Swimming, Inc. (ISI), our local USA Swimming organization. This annual ISI membership fee of approximately \$80 per swimmer (adjusted periodically) is due upon new membership registration and upon renewal of memberships in September. This primarily provides insurance for your athlete(s), as well as some additional benefits. Swimmers will be unable to practice with the team until the issue is resolved if their USA membership has not been completed. Renewing swimmers must pay for ISI renewal and provide any required paperwork (forms, letters, etc.) at time of registration.

## **OUTREACH MEMBERSHIP**

Outreach Membership is a USA Swimming Membership is for a calendar year period. The outreach program is to provide reduced membership for economically disadvantaged youth. To show a person is economically disadvantaged the burden of proof rest with the applicant. Whichever document they can provide simply needs to be included with the Outreach Athlete Registration form, along with the Outreach Registration Fee of \$5. Outreach records are 100% confidential. **NOTE:** ISI sanctioned meet fees for Outreach Membership is \$5 total per meet; regardless of days & events. Relay events will be billed normally in addition to the outreach meet fee.



## **EXTENDED ABSENCE CAUSE OF INJURIES & ILLNESS POLICY:**

Swimmers who cannot participate in any practices for more than four (4) consecutive weeks because of an illness or injury will be provided relief of dues on a pro-rated basis for some of the time missed, because of illness or injury. The relief from dues will begin thirty (30) days after the date the swimmer cannot participate because of illness or injury. The obligation to pay dues will resume when the swimmer is medically cleared to return to a practice on a regular basis as set below.

The obligation to pay dues resumes once a swimmer is medically cleared to return to a practice on a regular basis, even if practices are modified or reduced to accommodate the swimmer's rehabilitation, and even if the swimmer returns to a reduced number of practices per week for limited period of time. This policy is intended to provide relief for the time period when the swimmer is unable to participate in any practices at any level.

If, as part of a rehabilitating plan, the athlete attempts to return to practice and learns that she/he is not ready to resume workouts, the swimmer will not be penalized. For example, assume the swimmer is recovering from respiratory illness and tries to return under medical supervision and finds out after one or two practices that she is not ready to practice on a regular basis. In this situation, dues will not resume simply because the swimmer tries unsuccessfully to return. The obligation resumes once the swimmer can return to practice on a regular basis.

DMSF will require medical validation of any illness or injury, as well as medical clearance that the athlete can return safely to practice. In this situation, it is important that the family communicate regularly with DMSF to ensure that our coaches fully understand the needs of the swimmer. The health of our athletes is our number one priority, and we will work with the family to best accommodate the swimmer's recovery. Throughout this process, it is important that the family coordinate closely with the medical providers and DMSF coaches to monitor rehabilitation and recovery.

This policy only applies to extended absence because of illness or injury, and is not intended to apply to other absences such as camps or vacations.

## **FUNDRAISING**

There is an incredible expense to run a not-for-profit swim club such as DMSF. Equipment is constantly needed and replaced and pool time is expensive. To help supplement the club's income we will have fundraisers such as swim-a-thon, auctions, restaurant nights, store givebacks, workplace volunteer match and pizza sales. Fundraising information will be distributed by the coaches or by a member from the board-of-directors.

## **DISCOUNTS**

### **Multiple Swimmer Discount**

The Des Moines Swimming Federation offers families registering more than two swimmers a discount off registration dues. Families with three or more enrolled swimmers will receive 50% for each member beyond two. The reduction rate applies to the swimmers with the least expensive dues. The two swimmers in the highest practice group(s) will still owe the full amount. Discounts are not applied to USA membership (required) or meet fees. Discounts cannot be combined or applied with any other offer or reduced rates. Discount applies to immediate family swimmers only.

## **PARENT INVOLVEMENT REQUIREMENTS**

We require parents to work at DMSF-sponsored swim meets, as well as, contribute food or money towards concessions/hospitality. In addition, parents are also strongly encouraged to actively participate on the board, a committee or as an official. Swim meets provide income that benefits all groups but are very work intensive; therefore so parent involvement is crucial for our success. (See Appendix C for a list of positions).

## **PARENT INVOLVEMENT AGREEMENT**

We believe parental involvement is essential to the success of our athletes succeeding in reaching their potential at Des Moines Swimming Federation. As an exclusive club member, volunteering is a part of the parent requirement when joining the club. The following outline explains what this means:

1. There are three meets that DMSF generally hosts, including:
  - Fall Invite: (November)
  - Silver Championships: (February)
  - Birdland Invitational: (June)

There are other meets throughout the year that DMSF may host or co-host.

2. Every family is required to **volunteer a minimum of eight (8) sessions** throughout the short course/long course season. A swim session is approximately four hours maximum and most athletes swim a minimum of 2 sessions in a meet.
3. Families with multiple athletes will have an additional two (2) shifts that are required: total of 10 sessions in the annual season.
4. Short course only requirement is six (6) swim sessions and long course only is two (2) sessions.
5. Life happens and if you are unable to volunteer, you have options:
  - a) Seek out a replacement. High school kids often receive volunteer hours. You must sign them up through DMSF website.
  - b) Last minute changes due to sickness, work schedule, family emergency requires a notice to DMSF meet director within 48 hours of the meet. You will then make up your volunteer hours at the next meet.
  - c) In the event you can't volunteer for the minimum of 8 sessions, there are more opportunities to fulfill your requirement, including: Becoming an Official, a Meet Director, and a hospitality chair who seeks donations and/or prepares or caters a meal for hospitality.

## **CORPORATE SPONSORSHIP PROGRAM**

DMSF is a non-profit 501(c)(3) competitive swim team based in the Des Moines metro. Established in 1982, the program was designed to give athletes the opportunity to develop and perform at their highest level, which has included several athletes for USA National level meets and US Olympic Team Trials. The primary goal of DMSF is to provide the opportunity for each and every swimmer participating in the DMSF swimming programs to progress to the highest competitive level he or she is capable of achieving.

We are continually seeking ways to improve the experience for those athletes. New equipment, additional pool time, and supporting our coaches through travel expense support and continuing education are just a few of the ways this is done.

Being a non-profit, the support of individuals, businesses and anyone else who values the impact our club has on its athletes enables us to provide the highest caliber experience. In return, we offer our sponsors recognition on our team banner, team website or meet programs reaching on average 400 plus swim families. Please consider being a sponsor today!



## ANNUAL CORPORATE SPONSORSHIP LEVELS

### Team Sponsor - \$1,000

- All the benefits of being a Meet Sponsor for BOTH DMSF home meets.
- Company name/logo on swim team shirt created for DMSF State Team Shirt.
- Company name/logo on swim team shirt created for DMSF swim meets; worn by both swimmers & parents.
- Mentions at Des Moines Swimming Federation events and recognition.

### Meet Sponsor - \$650

- Logo displayed on home meet information link on website
- Banner with logo displayed in high visibility area at pool.
- Announcement of sponsorship during the meet.
- Announced during top head of each event
- Logo on our website for one year
- Opportunity to handout coupons or marketing material for heat prizes

### Lane Sponsor - \$250

- Logo displayed at the end of the lane during all sessions of the meet.  
\*Only 7 lanes available for Fall Invite. Only 8 lanes available for Birdland.
- Company name will be announced as a sponsor multiple times during the meet.

### Miscellaneous Sponsor – Various Donations

- **Heat winner prizes:** free item coupon, Popsicle, sunglasses, etc.
- **Food items:** We provide meals to the volunteers and officials as a thank you for their hard work.
- **Fans:** Put your logo on a fan and watch the 400 or more spectators keep themselves cool
- **Gifts for Officials:** Polo shirts for officials as a thank you gift.

## **SWIM MEETS**

The purpose of competitive swimming is to compete at swim meets! Individuals seeking membership in the Des Moines Swimming Federation should understand that we are a competitive team, not a recreational team. For many new swimmers, taking the first step and going to their first competitive meet is a big undertaking. Our coaches understand this and are happy to share information about each meet and what meets may be good for beginners. Swimmers are a part of a team and are expected to attend meets. The meet schedule is available during registration and will be posted on the website.

### **Age Groups**

USA Swimming breaks athletes into 4 age groups; 10 and under, 11-12, 13-14, and 15-over/senior. Occasionally, meets will offer 8 and under as well. Each age group has its own set of time standards and state qualifying times. An athlete's age is determined by his/her age on the first day of the meet. For example, if an athlete turns 13 on the first day of the meet, the athlete will compete in the 13-14 age group not the 11-12 age group.

### **Time Standards**

USA Swimming sets National time standards every 4 years. They include B, BB, A, AA, AAA and AAAA times. Appropriately, USA Swimming refers to them as motivational times. Most athletes start at the B level and as they progress, work their way up. Iowa Swimming sets a separate time standard for the ISI Silver Championship meets (Silver Cuts) and ISI State Championships (Q-times) held at the end of each season. These should be every swimmers first goal.

USA Swimming meets are structured to allow swimmers with similar time standards to compete with each other. Some meets are specifically for BB and B level swimmers, while others are for swimmers that have achieved A or better times. The Meet invitation will specify the level of the meet and minimum level entry times for each event.

## **SWIM MEET EXPECTATIONS**

As a competitive swim team, we encourage and expect all of our swimmers to attend swim meets and compete in events recommended by their coaches. Swim meets provide an opportunity for the swimmers to measure the progress of their training and practice. Meets are an important reason we practice so hard! Swimmers are expected to support the team and attend meets listed on the meet schedule. They are also a social time, which enables the swimmers to build friendships with fellow teammates.

It is a coach recommendation that all swimmers compete at least once a month. The DMSF Fall Invitational is required for all members, as well as, at least one of the championship meets (Silvers, State, Sectionals/Zones, Futures or Nationals), which will vary by swimmer. We will be using these last meets to help evaluate group advancement.

We will have the opportunity for our swimmers to participate in various meets throughout the season. Meets are offered up to four weekends per month. Our team schedule lists meets that the coaching staff thinks will fit in best with our season plan. Visit the DMSF website for a list of meets this season. If there is a meet that you would like to attend that is not on the list, please contact the DMSF Head Coach for entries. Remember, if you go to meet that is not on this schedule you may not have a coach at the meet. However, it is required that another coach look after you. DMSF Coaches will contact a coach from another team to look after you.

## **SIGNING UP FOR A SWIM MEET**

All swimmers will need to accept/decline attendance at every meet through our website. Please pay particular attention to the deadline. DMSF will submit all entries once we reach the deadline. Any swimmer who did not accept prior to this deadline risks not being entered into the meet. Meet fees will be paid through Team Unify.

## **Individual Events**

Swimmers and parents/guardians are able to request events during the sign up process, but the coaches make the final decision. The coaching plan, swimmer ability, coach-swimmer goals, and other factors will be considered as the events are being selected. Newer swimmers will initially be placed in events that they will succeed in. As their skills build, they will be placed in more challenging events.

## **Relay Events**

When swimmers are chosen for relays, they need to plan to stay for the event. It is very difficult for the other swimmers when one leg of their relay departs from the meet, leaving them unable to participate. Relays are usually same sex and same age-group swimmers. They are offered in distances of 100, 200, and 400 yards and meters. USA Swimming teams will offer both freestyle relays and medley relays, in which each swimmer is assigned a stroke as his or her leg of the relay. Relays can be very exciting for both the swimmers and spectators.

## **MEET INFO PAGE**

Each USA Swimming meet has a meet invitation that is sent out by the hosting club. The meet invitation gives specifics about the meet such as: date of the meet and deadline for entering, type of meet, location and type of pool facilities, starting times for warm-ups and completion, order of events, maximum number of events able to swim per session, and minimum qualifying time standards for each event. Most meets are held over one to three days and are broken down into separate morning, afternoon, and evening sessions. Swimmers usually swim in one or two of the sessions, depending upon their age and whether the meet is a timed finals meet or preliminaries/finals meet.

Details of each meet are distributed and/or are posted on our website by the coaches well in advance of the team entry deadline. Parents and swimmers are expected to review meet information before completing entries on our website. Entries and entry fees will be handled via a link on our website.

## **GOING TO COMPETITION**

Find out where you are going! Most meet announcements and/or the website will list the pool address. Consider car-pooling, convoying, etc.

Find out what time warm-ups begin for your swimmer and when the meet begins. Most meets are held in two sessions – morning and afternoon. You only need to attend the session in which your swimmer swims. Allow for plenty of time to get where you are going.

Parents may also want to utilize meet mobile. This is a great source of what events your swimmer is entered in, their best times as well as meet results.

Wear something cool because pool areas are usually hot. You should also bring a warm cover-up for your swimmer as the seating for swimmers is occasionally in a cooler area, such as a gym.

Some meets require that swimmers check in, a procedure called a “positive check-in”. Not checking in usually results in the swimmer being disqualified from his or her event or possibly all events.

Purchase a meet program. You will find your swimmer’s entry information listed in the meet program along with that of all other participants. Use a highlighter to mark all your swimmer’s events, as well as those of teammates. Heat sheets are also posted at different areas around the pool for reference.

Locate the DMSF swimmer’s seating area. This is the area for the swimmers to stay in between events. Swimmers need a chair, sleeping bag, or something comfortable to rest. Parents sit in the spectator’s area but may want to bring their own chair and/or bleacher chair (depending on pool location).

By writing information in waterproof ink on the back of the swimmer's hand, the swimmer can watch and listen for his or her events. This also allows the swimmer to check whether he or she is in the correct heat and lane.

Parents assist with timing. USA Swimming meets are timed electronically with the assistance of two backup human timers. For large meets (Silver Champs and State), parents will get timing assignments in advance or at the start of the meet. They will be notified of these assignments by phone, e-mail, or notice at the meet. All parents are expected to participate. It's the best seat in the house. Do not worry about lack of experience. It is simple and stopwatches are provided.

We ask that athletes and parents arrive at least 15 minutes early to a warm up session so that athletes can change and stretch before we get in the pool. Warm-ups for the meet will usually last 30-45 minutes. During this time, we will loosen up and prepare for optimal performance.

All parents should sit together in one group. It's a great opportunity to meet other parents on the team and our athletes will enjoy seeing a large DMSF group supporting them. The parent's job at a swim meet is to support your athlete(s). Congratulate them when they are successful and encourage them if they get down on themselves. Please do not coach your athlete(s). We understand that you want your athletes to be successful but it can cause a disconnect between the athlete and the coaching staff.

The swimmer should go down on deck prior to the beginning of the warm-up session and consult with the coach. It is important to follow the recommendation of the coach. After warm-ups, your swimmer should dry off and keep warm. Swimmers should always have their cap and goggles handy.

Once the meet starts, swimmers are responsible for reporting to the block in time for their events. The time between events will vary from meet to meet and can be ten minutes, or over an hour. Leave enough time to check in with the coach before the events for last minute instruction and encouragement. They should talk to the coach five or ten minutes before their event.

After the race, the swimmer goes immediately to the coach for feedback. If the coach is with another swimmer or watching another DMSF swimmer compete; your swimmer needs to be patient while waiting. A printout of the electronic results will be posted in a specified area near the pool, usually within 30 minutes of the race.

Please give your swimmer a few moments to think about what they have accomplished and want to discuss with their coach before you talk to them. Please let them see the coach and then walk to you when they are ready. Let them speak first. Listen and look for cues from your swimmer before you give your opinion of the race. Do not offer stroke technique advice or race strategy advice. Leave that for the coach. Parents should show your children a lot of support and encouragement.

If you have questions during the meet, please ask the other swim parents.

Communication between the coach and parents during the meet should be limited.

Save the in-depth analysis of a swimmer and their training program for another time. The coach is very busy focusing on the task at hand.

Swimmers are occasionally disqualified (DQ'd) during their event. Reasons for a DQ range from false starts to performing strokes, turns, or finishes incorrectly. DQs are judgments made by the USA Swimming officials. The official will explain to the swimmer the reason for the DQ. The coach will reinforce this judgment. Parents should not question the judgment of an official. DQ's can be difficult for the swimmers and parents to accept, but they do happen to every swimmer sooner or later. It's helpful if the parent accepts the fact that USA Swimming has high standards and that the same standards apply to every swimmer. Performing the skills of swimming in accordance with USA Swimming standards is part of the discipline process that makes swimming a character-building sport.

## WHAT TO BRING TO A MEET

Experienced DMSF swimmers recommend bringing the following:

- 2 Racing Suits (The Head Coach will let you know if it's a tech suit meet)
- 2 DMSF Caps (The Head Coach will have extras for sale at meets and your account will be billed)
- 2 Pairs of Goggles (never wear a brand new pair of goggles in a race. Test them out during warm-ups.)
- Towel(s)
- 2 Sets of Clothing (one to wear to the meet, one to wear during the meet.)
- DMSF Apparel (No country club team, other rec team, high school team gear should be worn while representing DMSF). A vendor is usually on site selling DMSF gear.
- Food and Drinks (Food is fuel. You need healthy food. You don't want bad fuel in your engine. Water or Sports drinks are necessary for hydration. The coaching staff reserves the right to confiscate and eat unhealthy snacks.)
- Folding Chairs, Blankets, etc.
- Entertainment – Rubik's Cube, books, etc. No cell phones! They are a major distraction.
- For summer meets: sunscreen, insect repellent, hat, sunglasses.

### After the Meet

All swimmers must check in with the coach before leaving the meet. Please make sure you have all your belongings and that all trash is picked up.

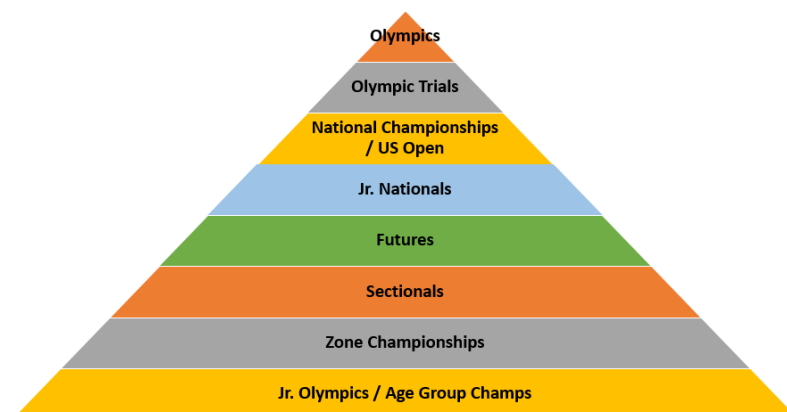
## CHAMPIONSHIP MEETS

**Silver Championships:** The Silver Championships are held each winter and summer session. This meet serves as a championship meet for swimmers who have not qualified for State Championship meets. Silver Championships are usually held one week before the state Championship Meet. Swimmers may enter only events where they have obtained an ISI Silver Qualifying time but not met the Iowa State "Q" time standard.

**State Championships:** Iowa Swimming conducts the Iowa State Championship meets each year. The meet is short course during the winter season and long course during the summer season. The short course meet is divided into two meets – ISI 14 & under Championships and the ISI Senior Short Course Championships. The Iowa Swimming Summer State Championships is a combined Age Group and Senior Long Course meet. Swimmers must have achieved the Iowa State "Q" time standard in order to compete. Team scores are maintained therefore all members with "Q" times are expected to attend this meet.

Qualifying times (Q-times) are a time standard needed to qualify for the Iowa Championship meet. These times are established by Iowa Swimming, Inc. (ISI). Q-times are universal for long course meters and short course yards. This means that once a swimmer achieves the Q-time in that event, for an age group, they may participate in both Long Course Championships and Short Course Championships in that event. Swimmers must compete in their current age group but are able to achieve Q-times in age groups above their current age. Swimmers must have a Q-time in their age group as of the first day of the championship meet in order to participate.

**Qualifying times can be found on the DMSF website.**



**Central Zone Meet:** The Central Zone Championship Meet is a 4-day long course meet held each summer, usually one week after the State Championship Meet. Qualifying swimmers (AAA time standards) represent Team Iowa. The meet is held at different locations each year in the Midwest. Although swimmers who qualify for this meet may opt not attend, DMSF coaches strongly encourage the athletes to participate. You will get the opportunity to race with athletes from all over Iowa and compete against athletes from all over the upper Midwest.

**All Star Meet:** The All Star Meet is a multi-state short course meet held during the winter season, usually in January. Selected swimmers swim together as Team Iowa. Swimmers competing are 14 and under. Team Iowa will send the fastest five available swimmers in each event. The ISI Age Group Chair will be responsible for coordinating the selection of an All Star Team. The entry information will be posted on the ISI website. If a swimmer is ranked in the top 20 in an event, he/she should apply to participate.

**Sectionals:** The sectional meet is a high level meet geared toward swimmers with AAA times and above. It takes place at the end of the season. This meet takes place towards the end of the season. Athletes who qualified are required to attend.

**Grand Prix:** This is a series of meets that take place around the nation during the middle of the season. Qualifying times are usually slightly higher than sectional times. These meets bring in the fastest swimmers in the nation to compete.

**Senior Nationals, Junior Nationals, and Olympic Trials:** These are the most elite level meets in the country. The qualifying times are extremely quick. They attract the greatest athletes from across the country (sometimes world). If you qualify for one of these meets you are going to want to attend.



## **CHAMPIONSHIP MEET PODIUM PROTOCOL**

Swimmers who finish in high enough in their age group will be given their awards during an awards ceremony. All swimmers who make the podium are required to attend this ceremony. Swimmers should wear DMSF apparel on the podium when possible.

## **MEET FEES**

Event fees (approximately \$4-8 per event) and an ISI fee (\$5.00) are required for entry in a swim meet. Relay fees are split between the four participants and are usually around \$3/person. These will vary on the meet and will be posted online. **Outreach members will pay \$5 total for any ISI sanctioned meets; regardless of how many days & events (relay fees are divided up in additional to Outreach meet fess).** Some meets will also have a Program Fee (roughly \$5). Late entries will result in higher fee rates. Meet fees for swim meets are the responsibility of the parent. DMSF submits all entries and meet fees to the host team. Meet fees are non-refundable to DMSF once they have been submitted to the host team. Fees are added up automatically by our website and added to your account before each meet. They are paid just like membership dues. Delinquent meet fees will result in a suspension in meet and/or practice privileges.

If a swimmer is unable to attend the meet (for any reason) after the submission of the entries and payment, the swimmer will still be responsible for payment of the meet fees. If the Des Moines Swimming Federation coaches or staff makes an error in a swimmer's entries, the team will be responsible for the subsequent erroneous fees.



## **STANDARD MEET PROCEDURE**

Swimmers should wear only DMSF apparel to meets. Do not bring any junior high/high school apparel. You will need a suit, 2 pairs of goggles (1 backup), DMSF cap (we will have these available at the meet), towel and clothing to stay warm.

You will need a complete second set of clothes to wear during the meet including shoes or socks. Taking care of yourself out of the pool leads to fast swimming in the pool! We recommend shoes, socks, pants, shorts, t-shirt and jacket. You can always remove clothes if it's too hot. All swimmers should also get into the habit of wearing tennis shoes and socks (to keep feet warm) between events at a swim meet.

Bring your own snacks to the meet. We suggest bottled water, sports drinks, granola bars, fruit, etc. Keep it healthy! No pop, candy, chips, etc. If you bring any unhealthy snacks, the coaching staff reserves the right to confiscate the food and eat it. No glass is allowed on deck.

Once you arrive at the meet, make sure to have swimmers check in with your coach. We will do a small warm-up, some starts and make sure the swimmers are ready to swim fast. There is NO DIVING during warm ups unless we are practicing starts at the designated time. Swimmers should enter the water doing a sit & slide entry. USA Swimming states: "Any swimmer who dives during warm-ups will result in an expulsion from the meet." We will practice these entries so swimmers should be familiar with these. Warm ups will be crowded so make sure you can get in the pool right away to get the most out of warm up. Swimmers should not stop at the wall unless they are done with warm-up. DMSF coaches will be helping swimmers find their lanes prior racing.

Approx. 10 minutes before the swimmer goes to race they should head over and speak with a DMSF coach about their heat, lane and race preparation. Swimmers will NOT be checked in a Clerk of Course. Meet programs will not generally be available for purchase. They will want their goggles (and cap if using) ready at this time. Only DMSF caps should be used. We will have extra DMSF caps available for purchase.

Swimmers will report directly to the starting blocks (after speaking with the coach) for their races. After their race they should shake their competitor's hands and report back to a coach to discuss the race.

Athletes must sit with the team. Athletes are to act as ambassadors for DMSF. You are representing the coaching staff and your teammates.

We are there to race! DMSF coaches are not naïve enough that athletes will not use cell phones but we all know they are a major distraction. Cell phones should be put up while at swim meets. Any usage should be kept to a minimum. DMSF coaches don't want to have to confiscate phones. Stay off social media during the meet.

### **Meet Info Email**

A meet information email will be sent out to all participants 24-48 hours prior to the start of the meet. It will include updated warm-up times, meet location and any important information necessary for the upcoming meet.

### **Deck Restriction**

Entry on deck is restricted to facilities staff, athletes competing at the event, meet workers supporting the session, officials supporting the session and registered coaches supporting the athletes on deck. Meet credentials will be issued to athletes, officials, meet workers and coaches. These must be visible to gain access to the pool deck. Anyone accessing the deck without the proper meet credentials or using someone else's credentials will be removed from the facility. Just a reminder that parents are not allowed on deck during the meet. Only team coaches and swimmers may be on deck. This does not apply to those who volunteer to time. If swimmers need something, they will have to go up into the stands with permission from a coach. Please do not come down on deck. No exceptions.



## **PRELIM/FINAL EVENTS**

Swimmers who are in prelim/final events should plan to attend both sessions. **No one will be allowed to scratch without the Head Coaches approval.** Swimming in finals is where swimmers place as well as earn points for the team. There will be no scratching at ISI Championship meets or above without a real good reason. Team travel athletes also won't be allowed to scratch unless we have weather concerns.

Swimmers who fail to show up or scratch prior to the race will owe a predetermined fee (usually \$50) to the host team and/or be unable to compete in their next event. If a swimmer fails to show for any finals on the last day the swimmer is entered in the meet and has not scratched according to rules of the meet, a \$50 fine will be imposed payable to the host team. If the fine is not paid, the swimmer will not swim in any future ISI sanctioned meets until the fine is paid in full.

Swimmers who do not originally place high enough to return to finals may still end up in finals after all other team's scratches have been submitted. The final place of the swimmer will be known by the end of that current prelim session.

## **ALTERNATE FOR FINALS**

Swimmers who are listed as alternates at the conclusion of the scratch deadline will be given the choice whether or not to return to finals. If they wish not to return, swimmers and/or parents must notify a DMSF coach prior to leaving the meet. However, at state championship meets and higher alternates are to show up for warm up to see if they have been moved up.

## **TEAM PROGRAMS**

DMSF offers swimmers different levels of professional instruction and training to insure the highest quality competitive swim program available. Each program is an integral part of DMSF and provides competitive swimming opportunities for young people of all ages, abilities, and level of interest. A more detailed description of each program is included at the end of this handbook (Appendix A).

## **PRIVATE LESSONS**

From time to time, DMSF offers private, one-on-one, lessons to swimmers who are current season DMSF members. Private lessons run \$40 for a 30 minute session. Lessons need to be scheduled through the DMSF website only. Private lesson availability depends on pool accessibility and coaching availability. Private lesson info:

- Lessons are awarded to swimmers as first come, first serve.
- Lessons can also be shared for siblings. The cost will remain the same but the time is shared between siblings.
- Swimmers who sign up for a lesson will be unable to skip or leave their practice for the day early. Lessons are not a substitute for practice.
- Swimmers who miss a scheduled lesson will still owe. Refunds are not allowed but a substitute (i.e. sibling) can be made.
- If a swimmer is sick, swimmers can reschedule as long as they notify their coach at least two (2) hours in advance of the scheduled lesson.

Private lessons are a way to provide swimmers with an opportunity to put in some extra time towards reaching their goals.

## **TEAM TRAVEL POLICY**

The Team Travel code of conduct refers specifically to team travel, when not traveling with a parent, but applies to any activity described as “team activity” as well. Additionally, anyone who, in the opinion of the coach or coaches, acts in a manner that would interfere with the team or travel objectives, will be subject to immediate return home (at the expense of the parent and/or swimmer) and other disciplinary action including barring from future travel meets, future competition, suspension from practice or possible dismissal from the team.

A Team Travel Code of Conduct and Medical Release must be submitted and signed by both the swimmer and parent prior to team travel. DMSF swimmers travel as a team to foster better team camaraderie, spirit and to have fun. Traveling together also fosters a stronger competitive environment. Everyone is expected to behave in an exemplary manner. The reputation of DMSF swimmers is dependent on your behavior.

## **TEAM CHAPERONES**

Chaperones are an important key to the Des Moines Swimming Federation’s success. 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, coaching and also for transportation needs.

Team chaperones must be non-athlete members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. Chaperones may be the team coaches.

During team travel, when doing room checks, attending team meetings and/or other activities, open and observable environments will be maintained. 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, sibling or spouse of that particular athlete). Chaperones will ideally stay in nearby rooms.

The following code of conduct refers specifically to team travel but applies to any activity described as “team activity” as well. Chaperones must comply and uphold the following code of conduct at all times.

1. Chaperones may be team coaches or parents.
2. 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. Coaches may also be used for transportation needs.
3. Team chaperones must be non-athlete members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
4. Open and observable environment. During team travel, when doing room checks, attending team meetings and/or other activities, open and observable environments will be maintained.
5. 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, sibling or spouse of that particular athlete).
6. Athletes should not ride in your vehicle unless a Team Code of Conduct has been turned in or prior parental permission is obtained.
7. Chaperones will ideally stay in nearby rooms.
8. Chaperones will have their room paid for by the Des Moines Swimming Federation in exchange for their service at this meet. The room will be booked along with any additional team rooms necessary. No other reimbursement will be given beyond the room.
9. Chaperones will need to fill out a “DMSF Chaperone Code of Conduct” form for each meet they chaperone.

## **DES MOINES SWIMMING FEDERATION AWARDS**

The Des Moines Swimming Federation rewards swimmers who achieve certain time and qualification standards. Awards include:

- Silver Cut Certificate – Up to two new Silver Cuts per certificate; these are awarded after a meet in which a swimmer achieves a new Silver Cut.
- Q-Time Certificate – Up to two new Q-times per certificate; these are awarded after a meet in which a swimmer achieves a new Q-time.
- Complete Q – Starting with the 10 & Under age group; Swimmers who achieve all Q-times in all possible events will receive the Complete Q plaque.
- Ultimate Q – Swimmers who achieve Complete Q in all age groups, from 10 & Under through Senior, will be awarded the Ultimate Q award.
- AAA Certificate – Swimmers who reach the AAA National Time Standard will be awarded a certificate. Only the top 6% of swimmers in the nation in their age group, their same sex, in that stroke and distance can achieve this time standard.  
Each event an AAA time standard is achieved will receive a certificate.
- AAAA Certificate – This is the highest time standard. Only the top 2% of swimmers in the nation in their age group, their same sex, in that stroke and distance can achieve this time standard.
- Age Group Top 3 – A DMSF team of swimmers who place in the top 3 for their current gender and age group division at the state championship level will be awarded a championship shirt.

## **APPENDIX A: PRACTICE GROUP DESCRIPTIONS & EXPECTATIONS**

To help you understand expectations we have developed guidelines to determine the skill sets necessary for each practice group. The descriptions are available on the Team website. We will use these descriptions to help us determine what group you will swim in. Below are some guidelines to help with decision-making for adjusting to a new practice group. These are not rules and they can be adjusted to suit your individual needs and goals in swimming. These guidelines will assist us in promotions from group to group and setting the direction in each group. Our goal is to match athletes with the appropriate group. This is one of the most important decisions coaches make. The moves from one group to another group are for the benefit of the athlete as well as the team. The decision whether to move to a different practice group is made by the coach, with agreement of the athlete and their family.

### **Practice Group matching for a higher-level group**

The swimmer under consideration:

- Consistently makes choices that demonstrate the willingness to make the commitment level expected of swimmers at the next level.
- Meets attendance expectations for current group; demonstrates the ability to make attendance requirements for the next level.
- Consistently trains above the level of the current practice group.
- Demonstrates ability to train successfully on base intervals at the next practice level.
- Has mastered stroke and skill expectations of current practice group.
- Exhibits level of maturity and responsibility typical of swimmers at the next level.
- Fits age and experience parameters of the next training level.
- Has demonstrated potential to compete successfully at general competition level of the next group.

### **Practice group rematch**

The swimmer under consideration:

- Needs injury rehabilitation at a less strenuous level.
- Has demonstrated that he/she is not willing to make the commitment level expected of the practice group.
- Attends practice consistently less often than the group expectation.
- Is not training successfully on base intervals for team level.
- Has seasonal sport or other activity conflict.

### **Process for Implementing Team Changes**

The swimmer under consideration:

- Discuss potential change(s) with coach
- Discuss and receive approval for desired change(s) with appropriate Head Coach.
- Contact swimmer's parent to discuss team change and expectations at the next level.
- Once parent has been notified, discuss change with swimmer and outline expectations for next level.
- Head Coach will communicate to staff and board of roster change.

### **For All Groups:**

When your child is ready, coaches move swimmers to a different group. Those decision are made by the coaches. Monthly dues are based on the amount of practice time each month, so if a swimmer moves to a practice group that practices more, the tuition rate will increase. Group changes from the coaches are made at the beginning of each month. The new monthly rate will begin at the beginning of the month.

Please keep in mind the coaching staff will have the final say on group placement. There are many factors which will be weighed prior to an athlete's move to the next level, which include but are not limited to work ethic, technique, and physical and social development of your child. Once a swimmer advances they will be unable to move back down. If you have questions about the placement of your athlete please feel free to discuss this with the coaching staff. Please remember that the staff has your child's long term development in the sport of swimming in mind when we are making these decisions.

### **General Comments on Training Philosophy**

There are four main phases of training that are carried out through the entire DMSF program:

- The first major phase is general balance and body awareness in the water. Athletes at a young age are slowly developing body awareness. This is an excellent time for coaches to guide them with exercises and tools that allow them to learn proper body position and technique.
- The second major phase is muscle memory. In this mode of training an emphasis is placed on stroke drills. These drills will emphasize experiences for swimmers to begin to learn good technique. The drills will be repetitive in nature as this is one of the fundamental principles of learning.
- The third major phase of training is an aerobic foundation. Between the ages of 10 and 14 there is a window of opportunity to build aerobic capacity. This is the capacity to use large quantities of oxygen to generate energy. Since this is the most efficient energy system in our bodies, having a large capacity for this energy zone is very conducive for fast swimming in the future for all types of swimmers –sprinters and distance. Therefore individuals who have demonstrated a somewhat mastery of the above two phases and are in the 10-14 year old age group will be subject to longer distance training sets with lower intensity levels.
- The fourth training phase is for our Gold swimmers. In order for an athlete to achieve their highest potential swimmers need to be subjected to a larger amount of training than the usual land based sports. This training phase is divided into different training zones, which correspond to different intensities. The season's programs will be a rotation of these intensities throughout any given week with periodic recovery days. The training is intense at times and is geared toward individuals who wish to improve.

A final note is that our training methods are researched-based from a conglomerate of resources provided by the scientific community, USA Swimming, other professional coaches, and also the experience and expertise of our staff. We strive to challenge our athletes, but also preserve their enjoyment of the sport. We believe that our training methods are in direct alignment of our mission statement. Our mission statement points out that we instill "qualities that will contribute to lifelong success" and "excellence". When we challenge our athletes to strive for something better these qualities become habit.

### **Attendance expectations**

Though we never make attendance mandatory and remain flexible with our athletes, we do believe that attendance is extremely important. Here's why:

- Each group is part of a seasonal program, which is a bit like a school curriculum. There is a process involved for each group to develop their swimming skills and their physical ability. Young athletes will be developing specific skills. If athletes are missing practice consistently they are missing certain steps in the process. Not only can this be detrimental for the progression of the athlete, but it can also be frustrating to other individuals that are in that group and are ready to move to the next step. It is also frustrating for coaches because they have a limited amount of time and space and trying to catch a swimmer up to the rest of the pack can be very time consuming. This also applies to our higher-level group in the realm of physical training. If athletes miss practice consistently the rest of the group tends to move on ahead of them causing the same frustrations.

Therefore it is important for DMSF to maintain standards, which are flexible, yet maintain the integrity of each competitive group allowing each person to attain their own personal goals.

## **APPENDIX B: OFFICIAL RESPONSIBILITIES**

USA SWIMMING certified officials are present at all competitions to implement the technical rules of swimming and to ensure that the competition is fair and equitable for all swimmers. Different types of officials include:

- Turn Judges: Observe from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke.
- Stroke Judges: Observe from both sides of the pool, walking abreast of the swimmers to ensure that the rules relating to each stroke are being followed. The positions of Stroke Judge and Turn Judge may be combined into one position called the Stroke and Turn Judge.
- Relay Takeoff Judges: Stand beside the starting blocks to observe the relay exchange, ensuring that the feet of the departing swimmer has not lost contact with the block before the incoming swimmer touches the end of the pool.
- Starter: Assumes control of the swimmers from the Referee, directs them to take their mark, and sees that no swimmer is in motion prior to giving the start signal.
- Referee: Has overall authority and control of the competition, ensuring that all rules are followed, assigns and instructs all officials, and decides all questions relating to the conduct of the meet.

Violations of the rules result in a disqualification (DQ) of the swimmer and are reported to the Referee. USA SWIMMING rules require that every reasonable effort is made to notify the swimmer or the swimmer's coach of the reason for the disqualification. The disqualification is necessary to keep the competition fair and equitable for all competitors. A supportive attitude on the part of the official, the coach, and the parent can also keep it a positive experience for the disqualified swimmer. If your child is disqualified (DQ'd) in an event, be supportive rather than critical. For beginning swimmers, a disqualification should be treated as a learning experience, not as punishment. It should be considered in the same light as an incorrect answer in schoolwork, alerting swimmers and coaches to areas that need further practice.

Note that these positions may or may not require more than one person to fulfill. If there is more than one person involved then it is the responsibility of the person assigned to that role to come up with the other individuals needed. For example, the head official will probably need several officials at the meet. The head official would then be responsible for calling these individuals.

### **HOW TO BECOME AN OFFICIAL**

Parents can become USA SWIMMING officials by:

Obtaining a current USA SWIMMING code book and reading the sections pertaining to technical rules of competition, administrative regulations of competition, athletes' rights and eligibility, hearings and appeals, governing regulations of USA SWIMMING, and governing regulations of LSC's. The book can be obtained by calling the USA SWIMMING national headquarters in Colorado (719-866-4578).

Attending one three-hour ISI sponsored official's clinic periodically held throughout the state. Notification of locally held clinics is given on the DMSF website.

Taking and passing an open book, written examination.

Working four sessions at a USA SWIMMING swim meet as an apprentice official.

The club president can help arrange this.

## **APPENDIX C: VOLUNTEER POSITIONS**

### **Computer/Timing equipment and management:**

The computer operators will be responsible for the set-up and take down of the computer systems. When the system is up and running the computer operator will work closely with the Entry in meeting their responsibilities.

### **Hospitality:**

This committee is responsible for serving refreshments (soft drinks, snacks and meals) to meet workers, officials and coaches. Meet workers will probably perform more efficiently and cooperatively if they are provided with a meal and refreshments throughout the day. This committee may also be responsible for making sure that water is readily available in self-service type containers at various places on the deck. This can be particularly important if your meet is held during hot weather, indoors or out. The hospitality committee works closely with the snack bar committee and should be staffed by courteous and outgoing personnel. They are responsible for soliciting local restaurants for food donations and works with volunteer outreach for club donations.

### **Meet Director:**

The meet director is usually appointed by the meet host and is the organizer and coordinator of all meet activities. The meet director's main responsibilities include, but are not limited to: securing an appropriate meet facility, obtaining a meet sanction, preparing and distributing meet invitations, organizing meet committees, printing meet program and distributing final results. The director should remain the overseer of activities, avoiding direct involvement in any one committee or activity. It is also essential that the meet director consult regularly with committee chairpersons to ensure that each committee's assignments are being handled thoroughly and expediently.

### **Advertising and Sponsorship:**

Hosting a swim meet is an expensive undertaking. Meet costs can be partially defrayed with advertising and sponsorship revenue. The advertising and sponsorship committee often functions on a year-round basis. It takes a great deal of time and effort to solicit funds, but a small, dedicated committee with quality leadership can be very effective. Code Book Section J Page: J-13 Iowa Swimming, Inc. MEET DIRECTOR'S HANDBOOK Revised: 12/2006 Camera-ready copy and advertisements should be given to the program committee as early as possible prior to the meet date. Many corporations can provide camera-ready materials, eliminating some typesetting costs for the committee, but sponsors should be forewarned of any copy, logo or photo restrictions for the meet program. If a contract is signed for in-kind services, special sponsor needs (e.g., free tickets, banners, public address acknowledgements, etc.) should be reviewed carefully with the committee, meet director and facilities manager.

### **Awards:**

This person/committee is responsible for organizing and presenting the meet awards. Awards can be the single largest expense for a swim meet. Careful consideration should be given to the level of competition and to any specific LSC guidelines when selecting the awards. A common practice is to award medals or ribbons first through the # of lanes in your pool (6 lane-1st-6th, 8 lane-1st-8th).

Sufficient lead-time for ordering awards is essential. A minimum of six weeks is usually required from the time of the order to the actual delivery. Extra awards should always be ordered to allow for ties or errors. For senior meets, hosts and swimmers should be aware that the cost or value of any prizes may affect high school or college eligibility. Preparing awards for distribution takes time; pre-planning and organization are essential. Awards can be sorted by event into labeled paper lunch bags before the meet. Awards not collected by swimmers should either be forwarded to the swimmer's club coach or representative at the meet or by mail.



### **Snack Bar and Concessions:**

The snack bar committee should begin planning early. The chair (or co-chairs) should be selected six to eight weeks before the meet. This committee is responsible for menu planning, shopping, food preparation and staffing the snack bar during the meet. The meet director or a member of the committee should check local ordinances regarding the preparation and sale of food. Soliciting food donations and shopping for advertised specials can save a great deal of money.

The meet concessions may be organized by the snack bar committee or may be offered to a professional swim shop for a percentage of sales. The host club and locale of a meet will often dictate stocking of a concession stand.

### **Clerk of Course (if needed):**

(USA Swimming Rules and Regulations Article 102.18)

The Clerk of Course is responsible for much of the pre-competition paperwork at the meet, and is the custodian of the scratch box and relay forms, when these are used. The Clerk of Course should have a protected, but easily accessible, work location on or adjacent to the pool deck during the meet. The functions described in the following sections under Check-in, seeding and Relay forms are the responsibility of the Clerk of Course.

### **Meet Marshal:**

Meet marshals must be selected for every meet and must be USA Swimming members. They should be responsible individuals who can actively monitor warm-ups and maintain order and safety in the swimming venue. They are assigned by and report to the Meet Director and/or Meet Referee. The marshal shall warn, order to cease and desist, or, with the concurrence of the Referee, remove from the venue, anyone behaving in an unsafe manner or whose actions are disrupting the orderly conduct of the meet. To indicate their authority, marshals should be provided with an easily identifiable uniform clearly visible to all in the venue. Bright orange vests or armbands, or other brightly colored means of identification can be used.

### **The Chief Timer and Timers:**

(USA Swimming Rules and Regulations Article 102.17)

Timers are the key volunteers at all swim meets. The purpose of a competitive meet is for each swimmer to achieve times; therefore, these workers must be diligent and dedicated to ensure success.

Another key worker at any meet is the chief timer, who is responsible for recruiting both the timers (three per lane) and runners prior to the meet and then supervising these people during the meet. The chief timer ensures that all timers and their watches are functioning properly throughout the meet, replacing timers or watches when necessary. The chief timer's watch is started for each heat and is used to replace any watch that may malfunction or that did not start during any given heat. The chief timer delivers all times recorded by the lane timers to the meet recorders.

### **The Announcer:**

(USA Swimming Rules and Regulations Article 102.21)

Meet announcers must be selected with great care. An announcer should have a clear, pleasant voice and be able to function under pressure in the midst of a noisy crowd and a demanding referee. A knowledgeable swim-parent with a pleasing "radio" voice and a willingness to help can be an invaluable asset as an announcer, but must be forewarned to remain impartial. At most age group meets, the function of an announcer is to state the facts (i.e. event, heat, swimmer's names, etc.), not to commentate. Unnecessary comments or announcements merely add to the confusion at such meets.

**Entry Chair:**

The first step in data entry is to generate the Meet Information document and master entry forms. The computer operator should obtain the required information from the Meet Director. When sending out team entry packets, the host club should include an entry form for each age group and each sex. These entry forms should be pre-printed with event names and event numbers. This will save many errors during the entry process. If individual, rather than team, entries are to be submitted, forms for this purpose can also be designed and included in the meet information to make the data entry process as easy and error-free as possible. While waiting for entries to start coming in, the computer operator should enter qualifying times (for higher level meets) and records that apply to the upcoming meet.

**Runners:**

Runners, often the host club's age-groupers, shuttle material (e.g., seed cards, results) from station to station during the meet. These workers are literally "runners". It is helpful to have one person coordinating the efforts of all runners to avoid confusion and lost material. Courtesy, praise and a small reward (e.g., a meet T-shirt) are all that is needed to promote dedication in this invaluable group of volunteers.

## **APPENDIX D: DMSF BYLAWS**

### **DES MOINES SWIM FEDERATION MISSION STATEMENT**

The Des Moines Swim Federation (DMSF) will provide a safe, enjoyable, well-organized environment whereby each member is given an equal opportunity to pursue and achieve excellence both in and out of the water through the sport of swimming.

### **VISION STATEMENT**

The vision of DMSF is to be Iowa's premiere competitive swim team by giving all members the opportunity to develop, through a well-organized fundamentally principled swim program, and to progress to the highest competitive level that an individual is capable of achieving. DMSF staff, board, volunteers, and parents will support swimmers in developing a deep respect for teamwork, friendship, and life-long learning while striving for individual's to reach their fullest athletic potential. DMSF will also:

1. provide an atmosphere where young people can develop confidence, personal responsibility, positive self-image, healthy habits, and an optimistic attitude.
2. offer entry level swim programs for young swimmers who are capable of performing the free style and back strokes, and who wish to develop and improve their basic stroke and racing techniques.
3. offer entry level swim lessons in an effort to grow and develop the DMSF team.
4. subscribe to the principles of the Olympic Charter, which promotes the joy of effort, living a balanced lifestyle, and displaying respect at all times for one's self, one's competitors, coaches, and teammates.

### **BYLAWS ARTICLE I – NAME**

The name of the corporation shall be Des Moines Swimming Federation. The corporation may use the informal of "DMSF" to refer to the corporation and the informal name of "TEAM DMSF" to refer to its swimming programs.

### **ARTICLE II – PURPOSE**

The business and purpose of DMSF is to support and develop swimming ability in young persons interested in competitive swimming and to provide a standard of coaching and workout availability which will permit these young persons to achieve a level of competence required to participate in and remain a part of DMSF. To that end, DMSF may establish and develop satellite/feeder programs consistent with the overall development of competitive swimming in metropolitan Des Moines, Iowa and surrounding areas that will be affiliated with TEAM DMSF.

### **ARTICLE III – CORPORATE OFFICES**

The office of DMSF in the State of Iowa shall be located in the City of Des Moines, Polk County. DMSF may have such other offices, within or without the State of Iowa, as the business of DMSF may require from time to time. The registered office of DMSF shall be subject to change from time to time by resolution of the Board of Directors and filing of a statement of said change as required by the Iowa Nonprofit Corporation Act.

## ARTICLE IV – NONPROFIT STATUS

DMSF is organized exclusively for charitable purposes and shall operate in such a manner that no part of its earnings will inure to the benefit of any director, officer or other person.

## ARTICLE V – MEMBERS

**Section 5.1. Membership.** DMSF shall consist of two (2) classes of members – regular members and seasonal members. Regular members shall consist of families who have swimmers participating in DMSF’s competitive swimming programs and who have registered as annual lump sum payment, annual monthly payment or seasonal lump sum payment members with DMSF.

Seasonal members shall consist of families who have swimmers participating in DMSF’s competitive swimming programs either the entire short course yards or long course meters seasons and who have not registered as annual members with DMSF.

All members are entitled to vote who have been members for a minimum of 30 days and are in good standing. All swimmers and their parents who are a part of one immediate family (hereafter called “Family”) and who are members, in good standing, shall constitute one member for purposes of voting.

**Section 5.2. Continuation of Membership.** Regular Members and Seasonal members shall maintain their membership so long as contracts are paid, members abide by the Bylaws and the rules and regulations established by the Board of Directors.

**Section 5.3. Resignation/Termination.** Any member of DMSF may voluntarily resign or terminate his/her membership at any time by submitting such resignation or termination in writing to the Financial Coordinator. Such voluntary resignation or termination shall not relieve such member of the obligation to satisfy the terms of the member’s contract(s) or any assessments or other charges owing to DMSF (hereafter called collectively “Obligations”). Furthermore, any member who voluntarily resigns or terminates without satisfying in full all such Obligations may not be reinstated or rejoin DMSF unless such member first satisfies in full all such unsatisfied Obligations. The Board of Directors may terminate involuntarily the membership of any Member(s) whenever the Board of Directors determines that it is in the best interests of DMSF to do so, which may include violation of DMSF’s Code of Conduct.

**Section 5.4. Contract Payments.** The fees and other obligations payable per swimmer (Contract Obligations) to DMSF, as well as all other terms for contracts and participation in DMSF swimming programs, shall be determined from time to time, by action of the Board of Directors. Contract Obligations may vary among the various swimming programs offered by DMSF. A standard late fee will be added to all contracts “past due” and requiring a second billing, and will be reflected in the statement. The Board of Directors may, in its sole discretion, suspend the participation of any swimmer(s) who have not fulfilled the Contract Obligations required to be fulfilled as of the date of determination by the Board.

**Section 5.5. Annual Meeting of Members.** The annual meeting of the Regular Members, for the purpose of electing Officers and Directors and for the transaction of such other business as may come before the meeting, shall be held at a time and place set by the Board of Directors. Notice of the date, time and place of the Annual Meeting may be in writing, email, or website posting at least (10) days prior to the day of the meeting, but no other notice shall be required.

**Section 5.6. Regular Member Meetings.** A meeting of the Regular Members shall be called at least quarterly including the Annual Meeting. Notification of the date, time and place of such meetings will be made through the

newsletter, in writing, email, and/or voice mailbox (hotline) at least (10) days in advance. The agenda will be posted online or sent via email at least five (5) days advance of the Regular Member meeting, other than the Annual Meeting.

**Section 5.7. Special Meetings.** Special meetings of the Regular Members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the President or by the Board of Directors and shall be called by the President at the written request of the holders of not less than 10% of all the votes entitled to be cast at such special meeting. Notice of such special meeting shall be made through the newsletter, in writing, email, and/or voice mailbox (hotline) at least (10) days in advance and shall contain a description of the purpose for which the meeting is called.

## ARTICLE VI – BOARD OF DIRECTORS

**Section 6.1. Purpose.** The purpose of the Board shall be exercised by or under the authority of, and the business and affairs of DMSF shall be managed under the direction of, the Board of Directors. The duties of the Board of Directors shall include but not necessarily be limited to: making recommendations in regard to hiring and firing of staff, developing the annual budget for approval by the Regular Members, work performance reviews of staff, overseeing annual audit of all books and financial accounts held by DMSF, the collecting of fees, bill paying, record keeping, and appointing of committee chairs. The day-to-day management responsibilities may be delegated to the officers, Financial Coordinator or head coach at the discretion of the Board of Directors. The Board of Directors shall have the sole authority to determine employee and coach salary, seeking input from staff and other sources as appropriate.

**Section 6.2. Number, Classes and Election of Directors.** The required number of directors shall be no fewer than five (5) and no more than nine (9). These shall include, but not be limited to, the Officers. Directors shall be elected for staggered terms and each director shall be elected for a period of two years. No person shall serve as a director for more than two consecutive terms or four consecutive years unless otherwise approved by a two-thirds vote of the Members upon recommendation of the Board. In the event a person fills a vacancy for an unexpired term on the Board, such vacancy-filling time period shall not count toward the two consecutive terms/four consecutive year term limit for Board members.

**Section 6.3. Annual Meeting.** The annual meeting of the Board of Directors shall be held immediately preceding the annual meeting of the Regular Members.

**Section 6.4. Regular Meetings.** The Board of Directors may hold regular meetings at the time and place, either within or outside the State of Iowa, as the President may set. All regular meetings of the Board are open meetings and all Members in good standing with DMSF are permitted to attend and participate. The Board of Directors may, with a majority vote, have a closed session to discuss issues of a private nature concerning athletes, coaches and families in order to address sensitive or personnel issues where confidentiality is in the best interest of the athletes, families and DMSF.

**Section 6.5. Special Meetings.** Special meetings of the Board of Directors may be called by the President or any two directors. The person or persons authorized to call special meetings of the Board of Directors may fix any place, either within or outside the State of Iowa, as the place for holding any special meeting of the Board of Directors. Special meetings of the Board of Directors shall be open to the Regular Members, but may, with a majority vote, have a closed session to discuss issues of a private nature concerning athletes, coaches and families in order to address sensitive or personnel issues where confidentiality is in the best interest of the athletes, families and DMSF.

**Section 6.6. Notice.** Notice of any special meeting shall be given at least two (2) days previous by email or in writing. If notice be given by email or in writing such notice shall be deemed to be delivered when the email or letter has been sent to each director. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need to be specified in the notice or waiver of notice of such meeting.

**Section 6.7. Quorum.** A majority of the directors in office immediately before a meeting begins shall constitute a quorum for the transaction of business, unless the act of a greater number is required to take any particular action under the Iowa Nonprofit Corporation Act, the Articles of Incorporation or these Bylaws. If less than a majority of such number of directors are present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

**Section 6.8. Manner of Acting.** So long as a quorum is present at the meeting, the act of a majority of the directors holding office present at a meeting shall be the act of the Board of Directors, except that the affirmative vote of at least two-thirds (2/3) of the directors holding office shall be required to (i) terminate any Member of DMSF, (ii) terminate the federal income tax exemption of DMSF, (iii) merge, consolidate, liquidate or dissolve DMSF, or (iv) sell all or substantially all of the assets of DMSF.

**Section 6.9. Vacancies.** Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors though less than a quorum of the Board of Directors. A director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office, or the full term of a new directorship. The director so elected shall be submitted for approval at the next regular meeting of the Members and if so approved, such director shall continue to serve. If such director is not so approved, then the Board of Directors shall again fill the vacancy, and the terms of this Section 9 of this Article shall apply to the new director so determined by the Board of Directors.

**Section 6.10. Compensation.** The Board of Directors shall serve without compensation. By resolution of the Board of Directors, the directors may be paid their extraordinary expenses, if any incurred in their service on behalf of DMSF.

**Section 6.11. Presumption of Assent.** A director of DMSF who is present a meeting of its Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the or unless he or she shall file his or her written dissent to such action with the person acting as Secretary of the meeting before the adjournment thereof or shall forward written dissent by email, registered or certified mail to the Secretary of DMSF immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such actions.

**Section 6.12. Informal Action by Directors.** Any action required by the Iowa Nonprofit Corporation Act to be taken at a meeting of the directors of DMSF, or any action, which may be taken at a meeting of the directors, may be taken without a meeting if a consent in writing setting forth the action is signed by each of the directors and delivered to DMSF.

**Section 6.13. Resignation.** Any director may resign at any time by giving a written notice of his or her resignation to the President or the Secretary. Any such resignation shall take effect at the time specified therein or, if the time when it shall become effective shall not be specified therein, it shall take effect immediately upon its receipt. Except as specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 7.4. Removal.** Any director may be removed by the Board of Directors or the Members whenever it is judged to be in the best interests of DMSF, but such removal shall require a two-thirds vote of the Board of Directors, or a two-thirds majority vote by the Members, and shall be without prejudice to the contract rights, if any, of the person so removed. In addition to the foregoing, the Director-Satellite/Feeder Program(s) may be removed by a two-thirds majority vote of the families participating in the satellite/feeder program.

**Section 6.14. Ex-Officio Members.** The head coach, financial coordinator and immediate past president shall sit as an advisory member of the Board of Directors in an ex-officio capacity only, and shall have no vote as such advisory members. The immediate past president shall serve in such ex-officio capacity for one year following the presidency. In order to avoid the appearance of a conflict of interest, the head coach shall not participate in any meetings where the

Board of Directors is evaluating human resources matters or determining compensation for staff, except upon request of the Board.

## ARTICLE VII – OFFICERS

**Section 7.1. Number.** The officers of DMSF shall consist of a President, Vice President, Secretary, Treasurer, Member-at-Large for Senior Group, and a Member-at-Large for Age Group.

**Section 7.2. Election and Term of Office.** The officers of DMSF shall be elected annually by a majority vote of the all Members in good standing and in attendance at the annual meeting. Each officer’s term of office shall be effective commencing January 1 following the annual meeting of the Regular Members at which such officer is elected and shall conclude on December 31st in the second year of the officer’s term or the date on which his/her successor is elected pursuant to the Bylaws, whichever is later. If the election of officers shall not be held at such annual meeting, such elections shall be held as soon thereafter as conveniently may be. Vacancies may be filled at any meeting of the Board of Directors in accordance with Section 7.4 of the Bylaws. Each officer shall be elected to a two-year term staggered as provided in Article VI, Section 6.2. Each officer shall hold office until his or her successor shall have been duly elected and qualified or until his or her death or until he or she shall resign or shall have been removed in the manner hereinafter provided. Election or appointment of an officer shall not of itself create contract rights.

**Section 7.3. Eligibility.** Each person who is elected to serve as an officer or director shall be or become a current member of United States Swimming.

**Section 7.4. Vacancies.** A vacancy in an office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term. The officer so elected shall be submitted for approval at the next regular meeting of the Members. And if so approved, such officer shall continue to serve. If such officer is not so approved, then the Board of Directors shall again fill the vacancy, and the terms of this Section 7.4 shall apply to the new officer so determined by the Board of Directors.

**Section 7.5. Salaries.** The officers shall serve without compensation or salaries. By resolution of the Board of Directors, the officers may be paid for their extraordinary expenses, if any, incurred in their service on behalf of DMSF.

## ARTICLE VIII – CONTRACTS, LOANS, CHECKS, AND DEPOSITS

**Section 8.1. Contracts.** The Board of Directors may by resolution authorize any officer, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of DMSF. Absent any resolution to the contrary, the President shall be empowered to enter into contracts and to execute and deliver any instrument in the name of DMSF. Absent any resolution to the contrary, the President shall be empowered to enter into contracts and to execute and deliver instruments in the ordinary course of DMSF’s business.

**Section 8.2. Loans.** No loans shall be contracted on behalf of DMSF and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors.

**Section 8.3. Checks, Drafts, Etc.** All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of DMSF shall be signed by such officer or officers, agent or agents of DMSF, and in such manner as shall from time to time be determined by resolution of the Board of Directors. Absent any resolution to the contrary, the President shall be empowered to sign such checks, drafts or other orders for the payment of money, notes



or other evidences of indebtedness issued in the name of DMSF.

**Section 8.4. Deposits.** All funds of DMSF not otherwise employed shall be deposited from time to time to the credit of DMSF in such banks, trust companies or other depositories as the Board of Directors may select.

## ARTICLE IX – FISCAL YEAR

The fiscal year of DMSF shall be from September 1 through August 31<sup>st</sup>.

## ARTICLE X – SEAL

DMSF shall have no corporate seal.

## ARTICLE XI – WAIVER OF NOTICE

Whenever any notice is required to be given to any director of DMSF under the provisions of the Iowa Nonprofit Corporation Act or under the provisions of the Articles of Incorporation or Bylaws of DMSF, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

## ARTICLE XII – AMENDMENTS

Once adopted, these bylaws can be amended only after submitting changes in writing to the Members at least (10) days prior to the annual meeting, or any meeting of the Members, and a vote by two-thirds in favor of such amendment of those members in attendance at the meeting. The notice of the meeting shall state that the purpose (or one of the purposes) of the meeting is to consider the proposed amendment(s) to the bylaws, and the notice must contain a copy or summary of the proposed amendment(s).

## ARTICLE XIII – INDEMNIFICATION

**Section 13.1. Right to Indemnification.** Each Director or Officer of the Corporation, whether or not then in office, shall be indemnified by this Corporation against all costs and expenses reasonably incurred by or imposed upon him or her in connection with or resulting from any civil or criminal action, suit or proceeding to which said individual may be made a party by reason of his or her being or having been a Director or Officer of this Corporation, except in relation to matters in which he or she has been finally adjudged in such action, suit or proceeding to have acted in bad faith or committed an intentional act of commission or omission in disregard to the best interest of the Corporation in the performance of his or her duties as such Director or Officer. The foregoing right of indemnification shall include a right to reimbursement of the amounts paid and expenses incurred in settling, compromising or otherwise adjusting any such action, suit, or proceeding, when such disposition thereof appears in the opinion of the Board of Directors to be in the best interest of this Corporation and the individual Officer or Director involved, and shall not be exclusive of other rights to which such Director or Officer may be entitled as a matter of law.

**Section 13.2. Additional Rights.** The rights of indemnification provided by this Article shall be additional to any

rights to which any person referred to in Section 1 of this Article may otherwise lawfully be entitled and shall be available whether or not the claim asserted against such person is based on matters which antedate the adoption of this Article.

**Section 13.3. Additional Persons Covered.** The indemnification provided or authorized by this Article shall continue as to a person who has ceased to be a Director or Officer and shall inure to the benefit of the heirs, executors and administrators of such persons.

**Section 13.4. Insurance.** The Corporation, as authorized by the Board of Directors, shall have power to purchase and maintain insurance on behalf of any person who is or was a Director or Officer of the Corporation, or is or was serving at the request of the Corporation as the Director or Officer of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against said person in any such capacity, or arising out of her or his status as such, whether or not the Corporation would have the power to indemnify such person against such liability under the provisions of this Article or otherwise.

## ARTICLE XIV – DISSOLUTION CLAUSE

Under the dissolution of DMSF, the Board of Directors shall after paying or making provisions for the payment of all of the liabilities of DMSF, dispose of all the assets of DMSF exclusively for the purpose of DMSF in such a manner or to such organization(s) as shall at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code of 1984 (or corresponding provisions of any future United States Internal Revenue Law). Upon dissolution, DMSF shall adopt a plan providing for the distribution of assets. This plan of distribution shall be adopted at a meeting of the members upon a vote of at least two-thirds of the members present or represented by proxy. Written notice setting forth the proposed plan of distribution shall be provided to all members not less than ten (10) days nor more than fifty (50) days before the date of the meeting.

These Bylaws were duly adopted by resolution of the Regular Members of the Des Moines Swimming Federation on the 12<sup>th</sup> day of October, 2009. These Bylaws were amended and adopted by resolution of the DMSF Membership on the 10<sup>th</sup> day of October, 2016. These Bylaws were amended and adopted by resolution of the DMSF Membership on the 14<sup>th</sup> day of October, 2019.