



**INFORMATION FOR NEW IFLY FAMILIES
& REFERENCE HANDBOOK**

(Last edited: 1/16/2025)



CONTENTS

GENERAL INFORMATION.....	4
VALUES, VISION, MISSION.....	4
GOALS OF SWIM CLUB.....	4
PERSONNEL.....	5
PARENT ADVISORY COMMITTEE.....	5
REGISTRATION.....	6
COMPETITIVE SWIMMING PROGRESSION.....	8
FEES STRUCTURE.....	9
MEET FEES.....	10
RELAYS.....	10
CLUB EXCELLENCE & CLUB RECOGNITION PROGRAM.....	11
GOOD CONDUCT POLICY EXPECTATIONS.....	12
ATTENDANCE.....	13
CLOTHING AND EQUIPMENT.....	13-14
PRACTICES.....	15
AFTER PRACTICE.....	15
PHOTOGRAPHS.....	15
PHOTOGRAPHY AT MEETS.....	15
LOST AND FOUND.....	15
MEETS.....	16
SIGNING UP FOR MEETS.....	16
POOLS.....	16
“FAST” VS. “SLOW” POOLS.....	16
METERS VS. YARDS.....	16
HOW MANY EVENTS PER MEET CAN MY SWIMMER DO.....	17
WHAT TO DO WHEN YOU GET TO A MEET.....	17
MEET SCHEDULE (TYPICAL).....	18
MISSING A MEET—LAST MINUTE EMERGENCIES.....	18
MEET EVENTS.....	19
WARM-UPS.....	19
MEET SUPPLIES.....	19
For swimmers.....	20
For parents and other audience members.....	20
WATER.....	20
MEET LENGTH.....	20
MEET VOCABULARY.....	21
CLERK OF COURSE.....	21
EVENT NUMBERS.....	21
QUESTIONS ABOUT MEETS.....	21
HEATS.....	22



POOL LINES.....	23
LANE ROPES AND FLOAT.....	23
TALKING WITH YOUR SWIMMER.....	23
DQ–DISQUALIFICATION.....	24
EXAMPLES OF DQs.....	24
TYPES OF MEETS AVAILABLE.....	25
AFTER EACH EVENT AT A MEET.....	26
VACATIONS.....	26
GOOD SPORTSMANSHIP.....	26
VOLUNTEERS.....	27
OFFICIALS.....	27
WEATHER.....	27
BULLYING POLICY.....	27
REPORTING PROCEDURE.....	28
COMMUNICATION POLICY.....	31
SOCIAL MEDIA.....	31



GENERAL INFORMATION

VALUES:

Empowerment, Health, Fun, Purpose

VISION:

To be a premier club swimming team in the nation

DESCRIPTION:

The Iowa Flyers Swim Club (IFLY) is a registered USA Swimming club operated by the University of Iowa Recreational Services. The Club is available for participation by the University of Iowa members and the general public and offers swimming development programs for all competitive skill levels for individuals ages 6 years and older.

MISSION:

The mission of the Iowa Flyers Swim Club is to provide exceptional competitive and recreational opportunities in the sport of swimming to the University of Iowa students, faculty, and staff, as well as the general community. IFLY is determined to provide its members a safe, fun, positive, challenging, and successful experience through quality coaching and instruction and the use of state-of-the-art facilities.

IFLY is part of a comprehensive Recreational Services aquatics program that promotes learning, safety, fitness, and overall well-being through participation in lifetime aquatic activities. IFLY adheres to the mission and policies of the University of Iowa and Recreational Services and cooperates fully with state and national governing bodies for the sport of swimming.

GOALS:

The Iowa Flyers Swim Club will play an active role in contributing to the welfare of the University of Iowa campus and general communities by striving to meet the following goals:

- Enrich campus life by offering opportunities for University of Iowa students, faculty, and staff seeking structured participation or training in the sport of swimming;
- Strengthen the relationship of the University of Iowa and Recreational Services with the general public by offering itself as a community outreach program;
- Increase exposure to and awareness of the University of Iowa and surrounding area by seeking and hosting local, state, regional, and national swimming events, and by



participating in events held in other locations around the state, nationally, and internationally;

- Promote the values of teamwork, self-discipline, dedication, work ethic, sportsmanship, and time management with all club participants;
- Provide a safe and supportive environment for children;
- Fulfill the need for swimming instruction, coaching, training, and competition opportunities for all levels of ability;
- Maintain a self-sustaining budget through various means including, but not limited to, collection of membership dues, fundraising events, hosting competitive events, donations, and solicitation of sponsorships;
- Become a leader in the local, state, regional, and national swimming communities through the display of courtesy, positive behavior, and sportsmanship everywhere IFLY is present.

PERSONNEL:

HEAD COACH, ASSISTANT COACHES

- You can read the bios for each coach on the IFLY coaching staff on our website. We have a staff of professional, experienced coaches who love what they do. They are all certified through USA Swimming and are required to maintain up-to-date CPR, Coaches Safety, First Aid, and other certifications.
- We are also a USA Swimming / SafeSport accredited team.
- Our full-time coaches are also certified members of the American Swimming Coaches Association (ASCA).
- Some of our coaches are certified through the World Open Water Swimming Association (WOWSA).

PARENT ADVISORY COMMITTEE (PAC)

The purpose of the IFLY Parent Advisory Committee is to provide an avenue of feedback for the parents of club participants (and Masters participants) regarding the general operation of the swim club to University of Iowa Recreational Services staff. Since IFLY is a program operated by Recreational Services, the committee does not function as a board of directors. The committee is advisory in nature rather than a decision-making authority.

The Committee consists of up to nine members who serve three-year terms and represent various training groups within the IFLY program. Committee meetings are held quarterly (typically September, December, March, June). PAC members take on specific roles to assist the IFLY coaching staff. Those duties include, but are not limited to: assisting with volunteer sign



ups, planning apparel options and distribution methods, and liaising with parents new to the team. Meetings are open to all IFLY club members for observation; meeting minutes are posted to our website after meetings have concluded.

IFLY members interested in serving as a PAC member can apply to be considered via a team-provided Google Form when current PAC members' terms come to an end.

REGISTRATION

TRYOUTS: for prospective swimmers who have *not been a part of a USA Swimming team*

All prospective new members of our team are required to have an evaluation with one/several coaches from our staff to assess where new athletes would best fit within our team.

The link to reserve a tryout space is updated each season and can be found on our website under "Joining IFLY." At tryouts, our staff will meet you on the pool deck 5-10 min before your scheduled time .

The tryout will consist of a 10-15 minute in-water evaluation. Swimmers must be able to float, tread water, swim freestyle, swim backstroke, and demonstrate the ability to get a side breath/air exchange. Elements of breaststroke and/or butterfly are preferred.

Swimmers will need to swim in a practice suit and bring their own goggles. Caps are not mandatory for the tryout, but will be used in IFLY practices.

TRANSFERS: for prospective swimmers who are currently attached to another *USA Swimming team*

The Iowa Flyers Swim Club aims to provide a healthy, safe, inclusive, and challenging environment for swimmers to grow as people and athletes through the sport of swimming. While we are willing to help all athletes in Iowa, we believe in honest communication and encourage swimmers to explore all avenues with their current coaches before considering a transfer to IFLY.

IFLY will not accept new transfers who have not spoken with their current coaches about concerns or potential changes. IFLY will not accept new transfers who have not paid any outstanding invoices with their current team.

Transfers who have no choice but to find a new team will need to discuss their current training volume, practice regularity, skills & abilities, and competition times before being placed in an IFLY training group. Please contact the IFLY Head Coach for more details.



PAPERWORK

Before you arrive for your tryout, please follow [this link](#) and create a *free* Rec. Services account. *This is not the equivalent of signing up for a Rec. Services membership to utilize the CRWC.* Select "Sign In" in the top right corner. Select "Sign Up" at the bottom if you don't already have an account. Fill in the requested information with *your* information. **Add your child** as your 'Dependent.

Once your child has tried out with IFLY coaches, we will email you with either: a link to register with our club or referrals to local lessons programs to continue developing until our next tryout date. If accepted to the team and sent the link to register, please complete the registration within the given window of time. The "Join IFLY" command button in the middle of our webpage will take you to the link described above; it is *not* open year-round and is not available to families who have not completed a tryout.

Finally, once you've created a Rec. Services account **and** filled out the IFLY registration, you'll complete another link to complete your USA Swimming registration. USA Swimming registrations permit athletes to race at competitions. IFLY swimmers are required to be registered with USA Swimming to attend practices and meets.

TYPES OF USA SWIMMING REGISTRATIONS:

PREMIUM membership is required for all DEV, AG1, AG2, JR1, JR2:P, SR1, SR2:P, SR3:P-N swimmers.

FLEX memberships offer a lower cost, entry level option for membership until a swimmer's commitment to swimming is further solidified. Flex members can only attend two (2) swim meets before needing to upgrade memberships to a Premium membership. This option is available to only our Pre-Team members.

OUTREACH membership is a low cost year-round membership for qualified athletes/families with \$5 annual registration and just \$5 per meet. To register as an Outreach member:

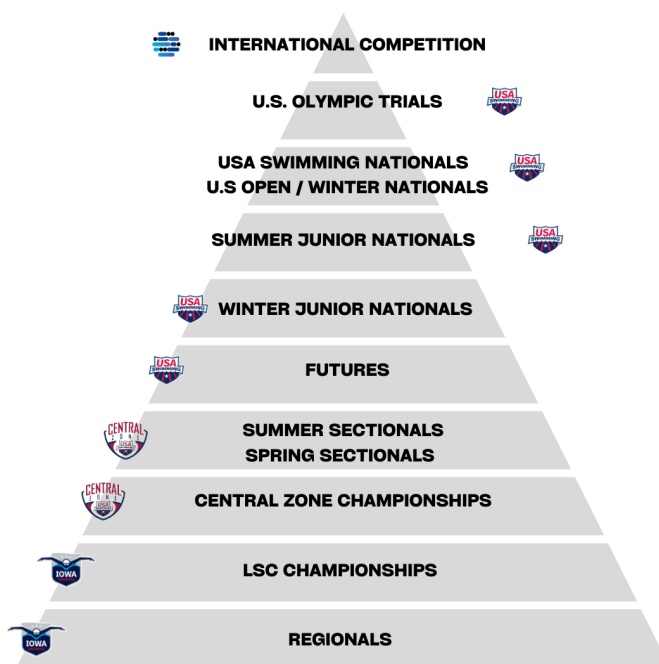
1. **Club affiliated athletes:** first, contact your club to sign up with your team!
2. **Determine if the athlete qualifies for Outreach Registration.** Check the [USA Swimming Outreach Membership Criteria List](#) to determine eligibility and what proof of eligibility document (if any) is needed. If the athlete is participating in any of the listed programs, or meets any of the circumstances in Special Request (see last item), they qualify for Outreach registration.
3. **Send a copy of your Proof of Eligibility document to your club registrar (IFLY's Head Age Group Coach).** Once received, your club registrar will send you the Club's



Outreach registration link to complete the registration process online. Your discount will be applied at checkout and you will pay only \$5 for USA Swimming registration.

- 4. Club Registrar will then send the Proof of Eligibility document to the IASI Office.**
This step must be done for the athlete to also receive the IASI Outreach discount of \$5 per meet.- only the head coach, club registrar, and club treasurer are privy to their club's Outreach membership information, in order to facilitate registration and meet entry at the reduced fee. Outreach membership is not published in meet programs, club rosters, or among officials or volunteers.

COMPETITIVE PROGRESSION



Our team philosophy, mission, objectives, strategies, and tactics are designed to promote a life-long love for the sport of swimming.

Our development model supports a safe, healthy progression from learn-to-swim to age group swimming to senior level performance. As swimmers grow in our program, we will continue to meet the individual needs of every athlete. We follow the American Development Model, [as described by USA Swimming](#).

Advancement from one group to the next (done following the completion of each competitive season) is also based on metrics specific to our team. Similarly, swim meet attendance follows a proven progression, much like many other top tier teams in the country.



FEE STRUCTURE

The Iowa Flyers Swim Club maintains a self-sustaining budget through various means including, but not limited to: collection of membership dues, fundraising events, hosting competitive events, donations.

MEMBERSHIP DUES

REGISTRATION

- New IFLY members will receive a **team suit** and **team cap** after being assessed a one-time registration fee in their first month of joining the team. Swimmers with older siblings on the team may opt out of the registration fee if they have old suits at home.

- **MONTHLY**

Monthly dues are invoiced on the 1st of each month. In order to *prevent* your account from being charged for a month, written notice must be provided to Deb Cutler and the Head Coach. Monthly dues cannot be prorated.

The cost of monthly dues are scheduled to increase incrementally over the next five years; for the most recent dues owed, please refer to group descriptions.

SEASONAL

Seasonal dues help cover the cost of coach travel, which includes: rental cars, gas/mileage, hotel costs, airfare; as well as additional costs incurred to help provide outstanding service and opportunities for our team members. Seasonal dues are assessed twice per year (once per season)

- **PRE-TEAM**

Our **Pre-Team** group is only offered in the Spring/Summer months (March - July).

Pre-Team fees are limited to (registration fee, USA Swimming Flex membership, and a one-time seasonal fee)

- **PARA/ADAPTIVE**

Our **Para/Adaptive** group is offered in three month, seasonal time periods. Swimmers need to re-register to join the subsequent training season. Para/Adaptive seasons are:

- **Fall-** Sept, Oct, Nov
 - * Registration deadline: Late August
- **Winter-** Dec, Jan, Feb
 - * Registration deadline: Late November



- **Spring-** March, April, May
 - * Registration deadline: Late February
- **Summer-** June & July
 - * Registration deadline: Late May

Para/Adaptive fees are limited to (USA Swimming Flex membership, and a one-time seasonal fee)

MEET FEES

IFLY submits payment for all meet entries *before* meets are completed. This ensures all IFLY athletes are entered in a timely and efficient manner.

Entry fees are then added to the subsequent month's invoice.

IFLY members are responsible for paying meet entry fees in a timely manner.

- **RELAYS-** IFLY covers the cost of relays, as final relay lineups are rarely known in advance. Additionally, IFLY coaches do not want to prohibit swimmers from participating on team relays solely due to financial restraints.



USA SWIMMING CLUB EXCELLENCE PROGRAM

The Club Excellence Program identifies and recognizes USA Swimming member clubs for their commitment to performance excellence.

The primary objectives of the program are to recognize and promote:

- ☐ The development of strong, well-rounded age group and senior swimming programs that produce elite 18 & under athletes;
- ☐ Resources to motivate and assist USA Swimming member clubs to achieve the highest athlete performance ideals;
- ☐ Grant funding; and
- ☐ The USA Swimming club development system as an integral part in achieving excellence in the sport.

BENEFITS OF PARTICIPATION

The program annually recognizes outstanding clubs and may provide monetary grants to those who qualify. Upon recognition as a Gold, Silver or Bronze Medal Club, recipients enjoy the following benefits:

- ☐ Clubs earn recognition as a USA Swimming Gold, Silver, or Bronze Medal Club for a 1-year period. This recognition includes a vinyl 4' x 6' team banner and a results announcement on the USA-S website.
- ☐ Clubs may use the USA Swimming Gold, Silver, or Bronze Medal Club designation and logo through December 31 of the program year, on the club website, social media, club advertising and promotional materials, team letterhead and team apparel.
- ☐ After the 1-year period, clubs may make ongoing use of vinyl team banner(s) and Club Excellence logo(s) on a club webpage or rotating banner specifically featuring current and past team accomplishments. All use of a Club Excellence logo must reflect the correct year and recognition level (Gold, Silver or Bronze) based on these rules
- ☐ Club Excellence funding will be awarded to Gold and Silver medal clubs.

IOWA FLYERS SWIM CLUB: HISTORY OF CLUB EXCELLENCE

2015 - Silver
2017- Silver
2018- Bronze

2021- Bronze
2022- Silver
2023- Bronze
2024- Silver
2025- Silver



GOOD CONDUCT POLICY EXPECTATIONS

IFLY is an *athlete centered, coach driven, and parent supported club.*

Conduct (athlete, parent, and coach) should reflect team values and positively advance the team mission.

What Can Be Expected From IFLY Staff?

- Deal with students involved in violation of good conduct policy in a timely, fair, and compassionate manner. Communicate with the student, parents, and coaching staff. Inform students and parents of policy expectations at the beginning of each swim season or prior to the first competition.

What Can Be Expected From the Swimmer?

- Represent IFLY in a positive manner throughout the swim season, both at practices and meets (home and away).
- Communicate with parents/guardians about any behaviors that may be considered violation of the policy.
- Make good decisions and choices when questionable behaviors are presented.
- Remember that you are representing yourself and the IFLY swim club during practices and meets (both home and away).
- IFLY coaches will not tolerate behavior that interferes with a positive swim experience for any/all members of the IFLY team.
- During practices and meets, inappropriate language or actions will not be tolerated.
- No profanity, bullying, or loud/obnoxious behavior are permitted.
- Direction from the coaches will be followed and respected, both during practices and meet situations.

What Can Be Expected From Parents?

- Read, understand, and communicate with your swimmer about the IFLY good conduct policy.
- Communicate directly with your swimmer about the policy, consequences, and the need to make good choices and decisions.
- Inform your swimmer of the support you have for the policy.
- Make a commitment to deal with any violation of this policy in a manner so as all parties involved will benefit.

IFLY is committed to providing a safe, fun, and challenging environment for all of our members.



ATTENDANCE

Swimmers can only improve with practice. We encourage every swimmer to come as often as they can. Attendance requirements change with each training group; swimmers are required to attend more practices as they grow through our team. Notify your lead coach if you're going on vacation, going to camp, etc. This helps the coach plan practice sessions and swim meets.

As swimmers age and grow through the program, the aim is to encourage swimmers to become increasingly autonomous. Beginning in the JR2:P group, we request that absence notifications begin to come **from athletes** with parents included (per SafeSport). This development and progression encourages deeper connections between the athletes and coaches, while increasing ownership in athletes' progress and growth.

CLOTHING AND EQUIPMENT

Part of building a team culture includes how you look, how you represent IFLY, and matching teammates to build cohesion. Imagine a New England Patriots quarterback showing up to practice (or worse, a game) in a Miami Dolphins jersey/apparel! IFLY swimmers are *highly encouraged* to wear IFLY team apparel.

Club clothing will be offered for sale as a service to families—there is essentially no money made from this, however. Swimmers should wear their team suit at meets, but can choose from other options for practices. Saturdays, swimmers are permitted to wear any cap they choose. At swim meets, sweatpants, sweatshirts, and even hats/gloves can be necessary when a swimmer is out of the water. **Apparel purchase options:**

- Phelps USA:
 - Provides IFLY apparel items *year-round*
 - Provides special 'stores' for specific events
- [A3 Performance:](#)
 - Provides limited edition items and some training equipment
 - Team swim suits

There are different equipment requirements by practice group. Please check our team website under the Group Descriptions for lists of required and optional equipment.

A good pair of goggles can make the difference in a swimmer's enjoyment of a race. The exact type of goggles wear is up to the swimmer. Choose a pair that fits well!

Many swimmers will also choose to wear swim caps. There are two kinds of cap material: latex and silicone. Choosing one over the other is a swimmer preference. Caps fit very tight and can serve several purposes. They reduce friction in the pool, they can secure goggles if worn over



the goggle straps, they keep hair out of eyes, and they also keep hair from enduring chemical damage. Both males and females wear caps.

Some swimmers wear ear plugs. Non-breakable water bottles are highly recommended for both practices and meets.

Equipment purchase options:

- [SwimOutlet](#)
 - Equipment by group

In the water/at practices and meets:

Swimmers need a well-fitting suit that stays on when the swimmer jumps, dives, and swims. Swimmers need an IFLY team cap.

At meets:

PRACTICES

The swim season runs year-round.

IFLY is different from other teams in the LSC. We offer practices 49 out of 52 weeks per year. Part of what separates our athletes from others is our firm belief, backed by hard work, that **we do more**. We train when others take extended breaks and we are always looking for ways to improve. That may not always take the form of maximizing volume or intensity in the pool, but we are *always* working to improve.

We typically take one week off around the winter holidays, one week off during ICCSD Spring Break (following the completion of the Short Course season), and one week off after the completion of the Long Course season. Our team is made up of athletes with a variety of goals, ambitions, and schedules. Thus, we aim to provide year-round opportunities to train and continue improving. Our dedicated ‘team breaks’ are meant to be hard breaks for everyone on the team- including coaches and administrative staff members.

Families can choose to ‘suspend’ their IFLY account for a month at a time. Since we are unable to prorate monthly dues, we require suspension requests *in writing* before the 1st of the affected month. Late requests cannot be refunded/credited.

Refer to the website’s practice schedule for up-to-date information.

Practices occur at our two facilities: the Campus Recreation and Wellness Center (CRWC) and the Field House (FH) pool. Swimmers should arrive no more than 15 minutes before their



practice time. They should go directly to the pool deck upon arrival. Bring a swimsuit, towel, goggles, a swim cap, and water bottle to practice. Label everything, too!

The locker rooms are public areas shared with UI personnel and patrons. There are also single stall and family style locker rooms available, if needed. We ask that you not leave children (who are not a part of the swim team or are not participating in practice) unattended at the pool. No cameras/no photos in the locker rooms.

Parents/Guardians are WELCOME to stay and watch practice, but please stay in the Natatorium stands. Just like the classroom at school, coaches treat the pool deck as a place to learn and instruct. Please **do not instruct from the stands**. Swimmers need the ability to focus on the technical instructions from coaches, coaches need the attention of athletes, and *you are paying for professional coaching services- allow us to coach.*

Good communication is the key to a successful season! If you have questions for the coaches, please don't hesitate to contact them, but schedule the discussion when the coaches are not in the middle of directing a practice or swim meet. Coaches are HAPPY to speak with you about your swimmer, but ask that you please wait until after practice to talk. During practice, they need to keep their eyes and attention on the swimmers. You are also welcome to call or email the head coach, if you have any questions or concerns.

AFTER PRACTICE

Please pick up your swimmers promptly and let IFLY coaches know beforehand if someone out of the ordinary will be picking your swimmers up from practice.

PHOTOGRAPHS

No cameras/no photos/no recording devices in the changing room/rest rooms- ever.

No cameras/no photos/no recording devices behind the blocks during meets.

IFLY will arrange for a team and individual photos on an annual basis.

PHOTOGRAPHY AT MEETS

Iowa Swimming is fortunate to have multiple volunteer photographers that take action pictures at local LSC meets. IFLY frequently uses these photos for our website and social media. If any swimmer or family would prefer IFLY did *not* use their likeness for display, please communicate with our staff.

LOST AND FOUND

We keep a bucket of goggles and a basket of towels, shirts, etc. in the storage closet at the CRWC and at the Field House. Please label everything and check the lost and found if your swimmer is missing anything. Every two weeks, Lost and Found boxes are taken to Goodwill and donated.



MEETS

We will have both home and away meets, which last approximately 4 hours. It goes fast! Iowa Swimming, Inc. (IASI) meets all have entry fees that IFLY members are responsible for paying once the meets are completed. Charges are applied to your TeamUnify account and collected the following month.

WEEKEND MEETS *typically* START in the early morning with warm-ups *roughly* 1.5 hours beforehand.

INTRASQUADS (at the CRWC) START AT 5:10PM with warm-ups at 4:30 PM.

Arrive 15 minutes prior to warm-ups for all meets entered.

SWIMMERS AND THEIR PARENTS MUST REMEMBER THAT IF A SWIMMER HAS A BIRTHDAY DURING THE SWIM SEASON, THEY MAY BE REQUIRED TO CHANGE AGE DIVISIONS.

“FAST” VS. “SLOW” POOLS & YARDS VS. METERS:

Competitive swimmers use the term *fast pool* when they are describing a pool that has: deep water, a good gutter system on the sides, larger lane lines, and more. These aspects allow the water to flow out easily and doesn't allow waves to bounce back to the middle of the pool. The lane lines can also help control the waves. The deeper the pool is, the fewer waves hit the bottom and bounce back up to the surface. The lack of these waves provides less drag/resistance for the swimmers, which gives them a faster time.

Different pools are different lengths at various points in the year! Some are close (25 meters vs. 25 yds), but are still not quite the same. Because of that, IASI has “Q” times (see Q TIME Section) for the different lengths. IFLY utilizes a 25 yard pool at the Field House and alternates between 25 yard and 50 meters at the CRWC. If you're tracking your swimmer's progress, be sure to note meters vs. yards...it makes a difference in times!

SIGNING UP FOR MEETS

Signing up, or ‘committing,’ for meets will occur online. Use the swim portal created at registration to sign up for each meet. For detailed, step-by-step instructions, please follow [THIS LINK](#).



At any meet offering relays, it is assumed your swimmer will participate in relays if enough relays are entered.

‘Committing’ your child to a meet tells coaches you are planning on attending a meet.

Coaches will enter athletes in events, ‘APPROVE’ events when finalized, and submit entries to host teams. IFLY coaches discuss season plans, racing objectives, and build training plans with distinct and clear goals. Swimmers are encouraged to discuss entries with coaches; parents are welcome to leave notes in the “Notes” section of any meet commitment. IFLY coaches will *always* make time to connect with curious parents to explain *why* a swimmer is racing specific events- there is always a reason.

Coaches may encourage athletes to try new and challenging events to build confidence, to look for specific technique corrections, or to expand a swimmer’s repertoire.

Because we submit team entries as **one team**, we cannot guarantee families who are late to ‘commit’ can be included in our entry file. IFLY coaches will make every reasonable attempt to enter athletes if they register late.

The entry deadline for each meet will be posted under “Team Events” and the description of each meet. Those registration deadlines are also included in the Weekly Updates emailed out every Wednesday throughout a season.. Email reminders will be sent using your TeamUnify log-in email address.

MEET EVENT LIMITS

By LSC swimming rules, each swimmer can enter a specific number of events per session per meet. Each meet has slightly different rules, all of which fall under the established USA Swimming rules.

For more information on “How to Read a Meet Letter,” follow [THIS LINK](#)

Relays require that EVERYONE in the relay meet the age restriction. Swimmers can swim up, but not down. Coaches decide if swimmers can do this, and usually only if they need to fill out a relay team for an older age group. Relays are determined by coaches. Relays *typically* are sorted by using the top 4, 8 , 16, 24 times. Occasionally, coaches will choose to use specific swimmers to: break team records, break LSC records, to qualify swimmers to higher level meets, or to adjust relay orders if a swimmer is having a particularly amazing/off meet.

Coaches will use their best judgment to organize relays and treat all athletes *fairly*.



Every effort will be made to match the swimmer's interest and skill level to events at each meet. Remember, part of growing is being challenged ... from time to time, swimmers may be asked to swim events that are challenging to them.

WHAT TO DO WHEN YOU GET TO A MEET

Check in with the coaches immediately upon arrival at home and away meets to confirm the events that you will be participating in. List events (see Event Numbers section) on your arm (permanent marker works best) before you start to warm up (it's best to do this before you arrive at the meet).

At home meets, VOLUNTEERS should check in with the volunteer coordinator to get credit for working. As the meet progresses, it is the swimmer's responsibility to listen for the event number to be called. When the announcer calls the event number prior to your event, immediately check in with the clerk of course (see Clerk of Course section).

MEET SCHEDULE (TYPICAL)

1. Set up at the team area
2. Numbers on arms (see Event Number section)
3. Warm-ups
4. Relays announced (if racing relays)
5. Individual events
6. Relays
7. Clean up team area (even if 'it's not your trash')
8. Head home *after* telling a coach you're leaving

MISSING A MEET—LAST MINUTE EMERGENCIES

If a swimmer has to miss a meet that they are signed up for, please text/email your lead coach as soon as possible. That way coaches can let the meet officials know, maybe find a substitute for relays, and not wonder where you are!

Once meet entries are submitted, IFLY is responsible for meet entry fees. Thus, we require families to cover the expense of any individual entry. Missing an individual event, missing a session due to illness, and other events still require payment.

If coaches incorrectly enter an athlete in a session, IFLY will maintain responsibility for those costs. IFLY covers the cost of all relays, as final lineups are fluid. We also want to *encourage* relay participation and cost should not deter a family from participating on relays.



MEET EVENTS

Every meet follows the same general plan. Events are listed by number, usually from 1 to 88, though not every event will be held. There are four kinds of individual events:

Freestyle (free)

Breaststroke (breast)

Butterfly (fly)

Backstroke (back)

There are three kinds of combined events: two kinds of group relays and the individual medley:

Medley relay—includes four DIFFERENT swimmers, each swimming a DIFFERENT stroke, and always in this order: back, breast, fly, free

Free relay—includes four DIFFERENT swimmers, each swimming freestyle

Individual Medley (known as IM)- only ONE swimmer, who swims four DIFFERENT strokes, and always in this order: fly, back, breast, free

Events are divided by gender (boys and girls), and by age group:

8 and under

10 and under

12 and under

14 and under

Senior (or Open)

You can judge how far the meet has progressed based on the events in the water.

WARM-UPS

Warm-ups are important before meets so that swimmers can loosen up their muscles, remember their technical skills, and get stroke counts. Warm-up times will be included in meet itineraries. Please have athletes on deck at the listed arrival time so that they can set up their team area, use the restroom, etc. We warm up together as a team!

Warm-up start times will be announced over a loudspeaker by the host team and we warm up together in the same team lanes. The coaches will be there to help the swimmers get organized and will let them know what strokes to swim as their warm-up progresses.

Occasionally, when IFLY has designated warm up lanes, coaches may split our team into different warm up groups to maximize pool space and offer the best possible warm up procedure.



If swimmers miss their warm-ups, it's okay...they can still swim in the meet.

MEET SUPPLIES

For swimmers·

- Suit·
- Goggles·
- Extra goggles (sometimes they break!)·
- Towels (1-3, depending on how many events they will swim)
- Sunscreen·
- Non-breakable water bottle·
- Healthy snacks·
- Warmer clothes for cool days/evenings
- An IFLY A3 backpack works well to store everything!

WATER

While it may seem strange when there is so much water around, one thing swimmers need to remember to do is stay hydrated! Be sure your swimmer packs a water bottle for meets and for practice. There are multiple water fountains at our pools.

DON'T BRING:

- Glass bottles
- Balls
- Jewelry

NOTE—Electronics should be left at home. Books are encouraged, but should not be a reason a swimmer misses an event.

For parents and other audience members·

- Lawn chair
- Hat
- Umbrella
- Snacks/supper and/or money
- Sunscreen
- Copy of swim events (called “heat sheet”-we will email this to you before each meet)
- Black sharpie marker

MEET LENGTH

The answer: (“it depends”). Meet duration is based on how many swimmers enter the meet, which events are included, how well the swimmers pay attention, and how well the meet is run. The more swimmers that attend, the more entries there are, and that often means more heats (see



Heats section). Some events take longer than others; for example, a 200m breaststroke event will take much longer than a 50m free, race for race. Most meets run about 4 hours.

If a swimmer pulls out of a relay, there are often no substitutes available, and so the whole team has to scratch said relay (withdraw from the race). That is always disappointing for the other swimmers!

QUESTIONS ABOUT MEETS

For clarification about meet details, please see our “How Do I Read a Meet Letter?” document under the “Team Schedule” tab, or reach out to your lead coach.

MEET VOCABULARY

CLERK OF COURSE:

Your swimmer will report to the Clerk of Course when their event is called. You will hear something like this over the loudspeaker: “Events 6 through 8, please report to the clerk of course...events 6, 7, and 8.”

This is why it is important for your swimmer to know which events they are in, and why the coaches ask swimmers to write events on their arms or hands. That way, the swimmers can easily check to see if they should report when they hear events called. Sometimes a swimmer won’t hear the call, and their name might be announced: “Will Jane Doe please report to the clerk of course. Jane Doe from IFLY please report.” If a swimmer doesn’t report in time to line up and they miss their event, it is possible they will not get to race that event.

Coaches work with athletes to teach them how to ask specific officials for an additional opportunity to race, but that opportunity is not guaranteed.

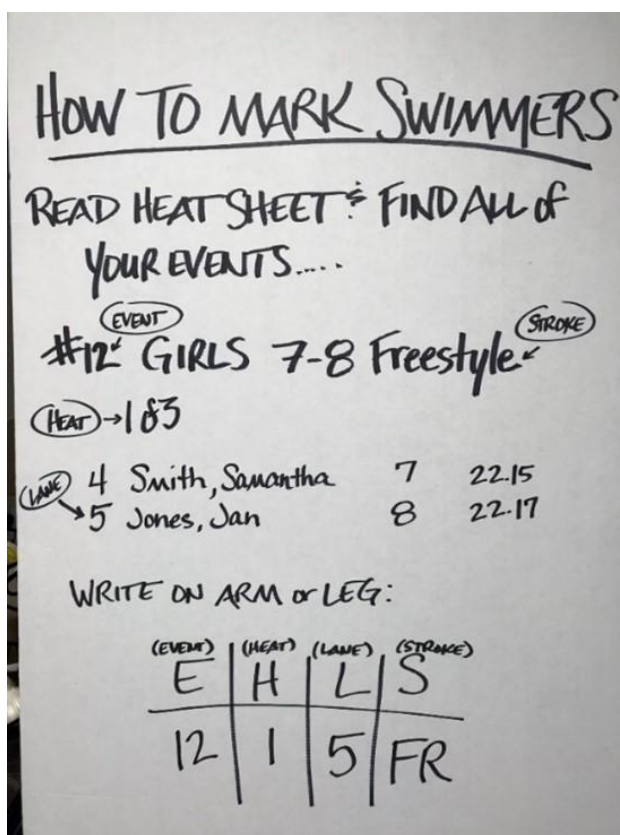
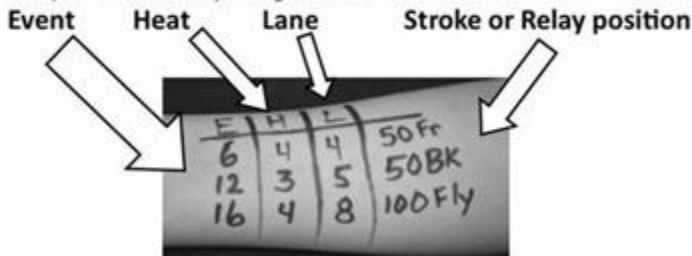
EVENT NUMBERS:

Event numbers are the different races that your swimmer will do. They range from 1 to 88. Your swimmer should write them on their hand/arm/leg including the event number, the name of the event (e.g. 100Back), heat and lane. All returning swimmers are asked to write their event numbers on their arms BEFORE getting to the meet. For new swimmers, the coaches will help at the first meet or two, but after that, please write them beforehand. Use a black sharpie and DON’T put sunscreen on that little area...it will wash the numbers off.



- 1) Find your swimmers events on the heat sheet.
- 2) Draw a grid on the inside of their arm or leg. *Make sure it is where they can read it.
- 3) Write Event#, Heat#, Lane#, & Stroke/Relay position in sharpie.

*Sharpie can be removed by rubbing sunscreen on it after the meet.



HEATS:

Since there are only 8-10 lanes in most of the pools we will use, multiple heats of the same race are run so that everyone who WANTS to swim CAN! For example, if 19 swimmers enter the 8 & Underboys' 50m freestyle, then 3 heats will be run- with 3 swimmers in the first heat and 8 in each of the following ones. Swimmers are "seeded" (meaning put in a heat based on their best times) so that they can swim at the same time as children who are at similar levels of ability. If a swimmer doesn't have a time yet (for example, it's the first time they have ever entered a 50m butterfly event), they have an "NT," meaning "no time," and they are usually seeded in the first heat of the event.



You will hear the officials announcing things like, “This is the 2nd of 3 heats for the 100m backstroke...”. This is so that swimmers can confirm that they are in the right event, and it helps their cheer sections follow along, too. The meet director and officials will use a report called a “heat sheet,” which will list swimmers by event and heat. At some meets you can buy a copy...It is very helpful for those watching a meet to have this to follow!

Some parents also purchase the app, ‘Meet Mobile’ to follow along with results and heat assignments.

MARKING UP IN THE POOL

In competitions and other events, swimmers must be aware of their surroundings and keep track of their progress through the water. To help guide swimmers, many pools come equipped with specific markings. These marks help swimmers stay in their lanes and also let them know when they're reaching the end of the pool. Recognizing the marks and being able to see them clearly help swimmers efficiently navigate the pool.

Lines

Many pools feature lines on the bottom in the center of each swim lane. These lines act as guides to help athletes stay straight while swimming. The lines are painted a dark color, often black, to stand out. Near the end of the pool, the lines form a T-shape to alert the swimmer that they are nearing the end. In addition, pools often have similar dark lines with a T-shape on the end walls as well, further alerting swimmers that they are reaching the end of the pool.

Lane Ropes and Floats

Lane ropes with attached floats also offer markers that swimmers can recognize in a swimming pool. Generally, different lanes have different color ropes, and these ropes extend the length of the pool. Floats are attached to the ropes at intervals. The color of the floats often changes as swimmers reach the end of the pool. For example, the floats at the 15- or 25-meter mark may be a distinct color from the floats in the center of the pool. This color coding helps swimmers recognize that they are nearing the pool's edge.

TALKING WITH YOUR SWIMMER

Swim team is a fun, social, and healthy activity. If your child is hesitant to participate in a meet, that's okay. However, the meets really are the reward...once a swimmer attends their first meet, they are usually hooked! Let them know that the “competition” is all about improving their skills, strokes, and endurance. When they get better each week, they have succeeded! Some kids enjoy the ribbons that accompany placing in an event, but all of them enjoy watching their personal bests get faster! You might set up a chart and help them see their improvements,



encourage them to do their best, and support their decision to participate in an activity that they can enjoy their whole lives!

DISQUALIFICATIONS (DQs)

All of the competitive strokes have very specific requirements. Some have technical turns, some require specific kinds of kicks, and some have specific kinds of touches required at the finish (to name a few). Don't worry—swimmers will learn all of these things at practice and coaches will work with swimmers to make sure that swimmers understand before they enter each kind of event.

Sometimes a swimmer forgets a technical requirement during a race, and in this case, they cannot "place" in the event—they receive a disqualification, or DQ for short.

THIS IS OKAY.

It happens to EVERY SWIMMER and it is a great way for the coaches to find out what the swimmer needs to focus on during practice. If your swimmer gets a DQ, make sure they understand that it's a positive part of learning how to swim well. Remind them that it happens to everyone. Encourage them that they will improve the next time! Parents—expect it...officials have been instructed that they are not to "go easy" at early meets or for younger swimmers. It's just part of how the swimmers learn early and quickly, and everyone gets it figured out sooner than you think.

Meet referees are on deck and disqualify swimmers according to the guidelines set forth by USA Swimming during meet competitions. Please don't let your swimmer get upset by a disqualification. This is a learning process; please make sure that your swimmer has spoken to their coach and understands the reason for the disqualification. The coach will try to meet with each disqualified swimmer after the event the swimmer just completed or as soon as the coach is made aware of a disqualification. It's important for the swimmer and coach to talk so that each can learn from the experience.

EXAMPLES OF DQs

Relays and General

False start (starting too soon)

Not finishing a race

Swimming underwater more than 15m (Butterfly, Backstroke, and Freestyle)

Freestyle (usually just our youngest swimmers!)

Pulling on lane lines

Walking on pool floor



Breaststroke

Pulling underwater more than one stroke on a turn
Pulling arms too far back
Incorrect kick (culprits can be flutter or dolphin kicks)
Touching wall with only one hand
Using a flip turn

Backstroke

Rotating too soon on flip turn
Pushing off from wall while NOT on back

Butterfly

Incorrect kick (usually culprit is flutter)
Touching wall with only one hand
Using a flip turn

TYPES OF MEETS AVAILABLE

Regular meets are scheduled by IFLY coaches and presented to the PAC before each season begins. IFLY swimmers should *only attend meets the team attends*. Entering meets not listed on the team's meet schedule is done at the discretion of IFLY coaches and only for specific purposes.

Sign-up for meets will be completed online (see "How to Declare for Meets" above). Swimmers should indicate their preferred sessions. See the MEET section of this document to understand how RELAY teams are determined.

Regionals / 8 & Under Championships:

Regionals is a competition held at the end of each season. Regionals is meant to act as a final racing opportunity for any swimmer who does not have qualifying times for the LSC Championship meet. The meet is typically held in the middle of February and the middle of July at varying sites. Depending on the year and the decision of Iowa Swimming's Technical Planning Committee, qualifying times are sometimes required for some events, and these times are listed on the Iowa Swimming (IASI) and IFLY website. **We encourage all swimmers to compete at this meet.** This is a two day event (Saturday-Sunday) and it is the parents' responsibility to transport and house swimmers. Swimmers who HAVE achieved "Q" times (qualifying times) for the LSC Championship meet WILL NOT be able to swim in those events at Regionals.



LSC Championships, a.k.a “State Championships”

LSC Championships are held in late February and late July. This is the most challenging meet in Iowa and quite an accomplishment for swimmers who qualify with a “Q” time at sanctioned meets. For qualifying standards, [CLICK HERE](#). LSC Champs is a multi-day meet for age group swimmers and Senior swimmers.

The **team goal** is *always* to perform as well as possible, score as many points as possible, and to have fun with teammates. With those goals in mind, we ask all finalists to compete in Finals sessions. Coaches allow (non-scoring) C Finalists to scratch events, but all other scratches need to first be confirmed with coaches.

GOOD SPORTSMANSHIP

IFLY athletes are expected to demonstrate good sportsmanship at every possible opportunity.

Examples of good sportsmanship include:

- Shaking a competitor’s hand before and/or after a race
- Congratulating teammates on successes
- Cheering for all IFLY teammates
- Encouraging teammates who don’t swim best times

Examples of poor sportsmanship (which will require coaching intervention) include:

- Use of profanity
- Slapping/slamming/throwing caps and/or goggles
- Disparaging coach advice
- Telling a teammate their only goal is to beat a specific person
- Arguing with meet referees

AFTER EACH EVENT AT A MEET

Please tell your swimmers that after EACH EVENT at a meet, when they are finished swimming the event, they should congratulate their competition, get out of the water, and immediately go to their coaches to talk. The coaches will give them immediate feedback about what went well during the event and what they will want to change to improve. This is important! It is the best time to find out if a swimmer was disqualified...the coaches will usually know. Feedback is essential for the best coaching possible.

VACATIONS

Communicate planned vacations (or whenever your swimmer(s) will miss practice for multiple days in a row) with coaches. Please try to avoid missing Championship meets; allow your children to experience the joy of working hard for results at the end of the season!



VOLUNTEERS

Thank you to EVERYONE who volunteers to help at the home meets and to everyone who brings food for hospitality. We *can't* run a meet without you!

NOTE: With all volunteer positions, you can still see your children's events, and with some, you can see them better!

Our Volunteer Policy will undergo changes in November 2024 for the upcoming quadrennial.

More information on our Volunteer Policy can be found [HERE](#).

OFFICIATING

Becoming a USA Swimming Official is an easy and rewarding process!

Volunteer officials help ensure our competitions are fair and sanctioned by USA Swimming.

For more information on becoming an official, visit our website and check the "About IFLY" tab.

WEATHER

For extensive information on our Weather Policy and cancelation procedure, please [CLICK HERE](#)

MINOR ATHLETE ABUSE PREVENTION POLICY

IFLY's Minor Athlete Abuse Prevention Policy (MAAPP) is updated annually and posted to our website, under the "Safe Sport" tab.

BULLYING POLICY

Action plan of the Iowa Flyers Swim Club to address bullying:

PURPOSE

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

Objectives of IFLY's Bullying Policy and Action Plan:

1. To make it clear that IFLY will not tolerate bullying in any form.



2. To define bullying and give all coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that IFLY takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. The USA Swimming Code of Conduct defines bullying in 304.3.7.

○ *Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:*

i. causing physical or emotional harm to the other member or damage to the other member's property;

ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;

iii. creating a hostile environment for the other member at any USA Swimming activity;

iv. infringing on the rights of the other member at any USA Swimming activity; or

v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

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

- Talk to your parents;
- Talk to a Club Coach, UI Aquatics/Rec Services member or other designated individual;
- Write a letter or email to an IFLY Coach, UI Aquatics/Rec Services member, or other designated individual;

There is no expressed time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon



as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

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

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.
7. Utilizing the clubs disciplinary policy, when necessary

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

FINDING OUT WHAT HAPPENED

1. First, we get the facts.
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:

What is the history between the kids involved? Have there been past conflicts? Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is. Has this happened before? Is the child worried it will happen again?

- c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.



- d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

Support the kids who are being bullied

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

Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out.

For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change

Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.

Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

3. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied.

For example:

- i. Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
- ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.

The goal is to help them see how their actions affect others. For example, the child can:

- I. Write a letter apologizing to the athlete who was bullied.



- ii. Do a good deed for the person who was bullied, for IFLY, or for others in your community.
- iii. Clean up, repair, or pay for any property they damaged.

Avoid strategies that don't work or have negative consequences:

- I. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
- ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

Follow-Up

After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

4. Support bystanders who witness bullying.

Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult—your parent, coach, or club board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders.

COMMUNICATION POLICY

[Electronic Communication Policy of Iowa Flyers Swim Club](#)

PURPOSE

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



GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

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

- **Transparent:** All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.
- **Accessible:** All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.
- **Professional:** All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

SOCIAL MEDIA:

Coaches may have personal Facebook, Instagram (or other social media site) pages, but they are not permitted to have any athlete member of the Club, under the age of 18, join their personal page as a "friend." A coach should not accept any "friend" request from an athlete, under the age of 18. Furthermore, a coach may not extend a friend request to any athlete under the age of 18. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through social media. Coaches and athletes are not permitted to "instant message" each other through social media chats or other methods. IFLY has an unofficial Facebook page run by IFLY parents with updates on team-related matters.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 6:00 a.m. until 11:00 pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

IFLY coaches utilize email every single week. Please make sure the email associated with your team website log-in is an email that is checked regularly.

WEEKLY UPDATES



The Head Coach will send Weekly Updates on Wednesdays. Weekly Updates include all necessary and updated information for the upcoming week. It is essential that families read the Weekly Update; families are responsible for the information included in Weekly Updates.