



Columbia Falls Swim Team

2021 Welcome Packet

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Welcome Swimmers and Families!

Welcome new and returning members to the Columbia Falls Swim Team! We are excited to have you in our CFST swim family and can't wait to kick off another great season!

So I'm joining the Columbia Falls Swim Team... Now What?

First of all, get ready to have a fun filled summer! The summer league gives families an opportunity for family bonding, travel, camping and meeting new friends in a team atmosphere.

Please use this packet as a Swim Team 101 guide. If you have any questions, please contact one of the board members listed under Contact Information. We will be more than happy to answer any of your questions.

Contact Information

Columbia Falls Swim Team

PO Box 156
Columbia Falls, MT 59912

CFST Board

CFSTBoard@gmail.com

Our CFST Board is fully comprised of volunteer positions. These individuals are not paid and generously volunteer their time and energy year-round toward the success of the summer program.

Executive Officers

President:

Meghan Roe
(406) 899-0144

Secretary:

Michelle Swank
(406) 471-3699

Vice-President:

Randy Martindale
(406) 471-4661

Treasurer:

Julie Scribner
(406)249-1781

Directors

Margaret Evans
Justin Cheff
Jana Montiel
Janelle Borgen

CFST Coaches

Please direct all dryland, swim practice, training or swim meet related questions to the coaching staff.

Head Coach: Kyle Babcock

Assistant Coach: Connor Cheff &
Andrew Andersen

Columbia Falls Swim Team Code of Conduct

All CFST members are required to read, sign and follow the Code of Conduct. This form was handed out and collected at registration. If your swimmer has not signed the Code of Conduct, please see the Board President to complete.

As members of the Columbia Falls Swim Team, swimmers & families will be expected to conduct yourselves in a manner acceptable to the general standards of good behavior. In particular:

- All members must display good sportsmanship in practice and in meets, as well as at all times when representing the Swim Team. This includes behaving with respect, grace and dignity in both victory and defeat.
- Members shall not use profanity at any time during a Swim Team function (practices, meets, dances, camping areas, etc.).
- All members shall be supportive and respectful of their teammates, opponents, officials, coaches and parents.
- All swimmers shall contribute to the setup and tear-down of all practices. This means active participation daily.
- All swimmers shall put the success of the team ahead of individual goals.
- Swimmers must make all practices in order to compete in the swim meets. (Exceptions can be arranged with the Coach.)
- Swimmers must swim a minimum of two regular swim meets and the divisional meet and commit to attend the State meet if they qualify.
- Swimmer must be able to swim, by themselves, a legal event for their age group to participate.
- In competition, team suits and team caps (if used) are required of all swimmers.
- Swimmers must notify the Coach of participation in the coming swim meet by the end of practice on Tuesday of the same week.
- Use of tobacco products, performance enhancing drugs, illicit drugs, and alcohol by swimmers is strictly prohibited.
- Swimmers will abide by curfews imposed by the host team.

Any violation of the above rules may result in dismissal from the team. There shall be no warnings necessary. All team members shall be required to agree to the above rules as a condition to their participation on the Columbia Falls Swim Team.

I understand that my child's Coach(es)/sponsor reserves the right to remove them from the team or take disciplinary action for any infraction that is considered by the coach/sponsor as being a detriment to the team and/or its members.

Columbia Falls Swim Team Letter of Consent / Release Form

A Letter of Consent / Release form is required for each individual swimmer. This form was handed out and collected at registration. If you did not submit the Letter of Consent / Release Form, please see the Board President to complete.

I, the parent or guardian of _____ (full name(s) of swimmer(s)), give my approval for his/her participation in any of the organized and supervised activity program conducted by CFST with the full understanding of the following conditions:

- I understand that the possibility of major and/or minor injuries is an inherent danger in all sports activities. *Sprains, fractures, joint injuries and bruises are a few of the more common, but not all inclusive dangers. Swimming can result in injuries that may include, but is not limited to, head, neck or joint injuries, bruised organs, fractures, and in severe cases, paralysis or even death.*
- I understand that no member of the Board of Directors (Officers) of the CFST, or any employee or representative thereof, will under any circumstances, be held liable for accident, illness, fatality, or medical bills incurred as a result of participation in the activity program or associated trips.
- I understand that the CFST carries only secondary insurance on my child and the insurance will pay only for partial payment once my own insurance runs out. If I carry no insurance, I understand this secondary insurance may not cover my child entirely.
- I understand that I am granting permission for my child to participate in any Swim Team supervised activity except _____ (list exceptions if they exist).
- I understand that my child's Coach(es)/sponsor reserves the right to remove them from the team or take disciplinary action for any infraction that is considered by the coach/sponsor as being a detriment to the team and/or its members, (refer to code of conduct).
- In the event that my child is injured and needs medical attention and I am not present, I give my permission for medical procedures to start while efforts are being made to contact me. I understand efforts will continue to be made to contact me and I accept responsibility for all costs related to such treatment. **Please initial one: YES NO**
- Please list medical conditions or allergies should your child need medical attention:

I certify that I have read and completed this form to the best of my knowledge and that I have a full understanding of its conditions.

How Much Does it Cost?

Membership Fees

All team members are required to pay the annual Membership Fee in order to participate. Membership fees are used to cover the continued operation of CFST. Through fundraising efforts we strive to keep this fee minimal.

Pinewood Aquatic Center Pass

Swimmers are required to purchase a season pass to the Pinewood Family Aquatic Center through the City of Columbia Falls. The pricing for a pass varies based on your residency. For families with multiple swimmers, there is an option to purchase a season pass for the entire family.

If you have not purchased your season pass, please see one of our board members. We will be happy to process your pass paperwork. Swimmers *cannot* enter the pool until the pass has been purchased.

Team Suits & Gear

A CFST competition suit is required by all swimmers. These can be purchased during registration. If your suit from the previous season still fits and is in good condition, a new suit is not required.

If your swimmer uses a cap, they will need a team cap for competition. Team goggles are not required by each swimmer. Our team goggles are comfortable and work great for most swimmers. However, we understand that each individual has different preferences and needs. Please use the goggles that work best for you.

Caps and goggles will be available for purchase at each meet. In the event your cap tears or goggles break, please see a board member to purchase new items.

Cost Breakdown

Membership	\$150.00
City Pool Pass	\$34.00 - \$40.00
	Individual
	\$55.00 - \$69.00
	Family
Team Suit	\$49.00 - \$66.00
Team Cap	\$7.00
*Team Goggles	\$15.00

Pricing subject to change.

* Denotes Optional Items

Team Suits & Gear

A CFST competition suit is required by all swimmers. These can be purchased during registration.

If your swimmer uses a cap, they will need a team cap for competition. Team goggles are not required by each swimmer. Our team goggles are comfortable and work great for most swimmers. However, we understand that each individual has different preferences and needs. Please use the goggles that work best for you.

Caps and goggles will be available for purchase at each meet. In the event your cap tears or goggles break, please see a board member to purchase new items.

Team Suits:

Team Apparel

We have team shirts available for sale. This is a great way to show your team spirit! Please visit our online store to purchase these shirts:

<http://cfallsswim.glacierclothing.com/>

Please note: All team members will receive a specific team shirt as part of their registration cost.

Fundraising

As a non-profit organization, Columbia Falls Swim Team relies heavily on fundraising. Fundraising efforts allow us to reduce your membership fee from the approximately \$300/swimmer cost to \$150/swimmer. Each year we hold at least two fundraisers.

CFST Raffle

During swim season we hold a raffle. Our raffle volunteers gather donated ticket items and tickets are sold by each family. Purchasers do not need to be present to win. Tickets can be sold at any of the meets, so don't just limit your customer base to Columbia Falls. Winning tickets will be drawn at our home meet.

CFST Butter Braid® Fundraiser

In the fall, we hold our annual Butter Braid® sale. Butter Braids are delectable frozen pastries that come in multiple flavors. We typically hold this fundraiser before Thanksgiving.

Home Meet Program Ads

Businesses have the opportunity to place an advertisement in our home meet program. Parents also have the opportunity to place a 'well wish' ad for their swimmer(s). Pricing on these ads vary based on the size.

Other Fundraisers

There may be opportunities to participate in additional fundraisers throughout the year. As these arise, we will contact families with details.

Interested in joining the Fundraising Committee?

As a non-profit, fundraising is essential to our program. Whether we're raising funds for new equipment or looking to implement assistance programs, we need volunteers. We're always looking for individuals to help focus our fundraising efforts. This committee will brainstorm new ideas, organize and execute fundraising activities. If you're interested, please send an email cfstboard@gmail.com with your contact information, areas of interest/skills and availability (Just an idea of how much you can volunteer. Specific days and times are not required).

Volunteering

Volunteers are the backbone of the Columbia Falls Swim Team. Our program would not be successful without the generous participation of our family volunteers. We ask that each family review the following activities and volunteer where you feel you can make the most difference. Please select at least two areas. We will compile and post a schedule using our volunteer pools. Each family is asked to commit to a minimum of 20 hours throughout the season.

- Locker Room Before Practice
- Locker Room After Practice
- Home Meet Volunteers
- Dry Land Assistant
- Snack Shack at Pinewood Aquatic Center
- Pulling Breakfast Trailer
- Breakfast Cook
- Breakfast Assistant
- Breakfast Clean Up
- Staging Parent
- Team Tent Transport
- Team Tent Set Up
- Team Tent Take Down
- Farmers Market Tabling
- Stroke Judges
- Timers
- Team Spirit Signs
- Team Banquet Set Up
- Team Banquet Clean Up
- Team Apparel
- Volunteer Coordinator
- Fundraising Committee
- Advertising Committee
- Social Media Committee
- Recruiting Committee

There are several activities that happen each year in such a small time frame. We have appreciated the help in the past and look forward to working with everyone this season.

In addition, we recognize that summertime in Montana is a very busy season for all families. If you cannot commit to volunteer time, you have an option to donate \$10/hour in lieu of required hours.

Practice Schedule: **TBA**

Dryland Practices:

Dryland sessions begin May 7 and end May 30. They will be held at the Glacier Gateway Gym in Columbia Falls. Schedule is as follows:

May 3 – 5	Pinewood Park	4:30 PM – 6:30 PM
May 10 – 12	Pinewood Park	4:30 PM – 6:30 PM
May 17 – 19	Pinewood Park	4:30 PM – 6:30 PM
May 24 - 26	Pinewood Park	4:30 PM – 6:30 PM

Pool Practices: **TENTATIVE**

Pool sessions begin May 31st and run through the end of the season. They will be held at The Wave in Whitefish and the Pinewood Park Aquatic Center in Columbia Falls.

May 31	TBD
June 1 - 5	TBD

June 6 – 10	Columbia Falls	Group 1	TBD
		Group 2	TBD
		Group 3	TBD
June 13 – 17	Columbia Falls	Group 1	6:00 AM – 8:00 AM
		Group 2	7:30 AM – 9:30 AM
		Group 3	9:15 AM – 9:45 AM
June 20 – 25	Columbia Falls	Group 1	6:00 AM – 8:00 AM
		Group 2	7:30 AM – 9:30 AM
		Group 3	9:15 AM – 9:45 AM
June 27 – July 1	Columbia Falls	Group 1	6:00 AM – 8:00 AM
		Group 2	7:30 AM – 9:30 AM
		Group 3	9:15 AM – 9:45 AM
July 4 – 8	Columbia Falls	Group 1	6:00 AM – 8:00 AM
		Group 2	7:30 AM – 9:30 AM
		Group 3	9:15 AM – 9:45 AM
July 11 – 15	Columbia Falls	Group 1	6:00 AM – 8:00 AM
		Group 2	7:30 AM – 9:30 AM
		Group 3	9:15 AM – 9:45 AM
July 18 – 22	Columbia Falls	Group 1	6:00 AM – 8:00 AM
		Group 2	7:30 AM – 9:30 AM
		Group 3	9:15 AM – 9:45 AM
July 25 – 29	Columbia Falls	Group 1	6:00 AM – 8:00 AM
		Group 2	7:30 AM – 9:30 AM
		Group 3	9:15 AM – 9:45 AM
Aug 1 - 5	Columbia Falls	Group 1	6:00 AM – 8:00 AM
		Group 2	7:30 AM – 9:30 AM
		Group 3	9:15 AM – 9:45 AM

Schedules are subject to change for various reasons. We will update you with any changes to scheduled days or times as they occur.

All swimmers are expected to be ready and on deck 15 minutes prior to their scheduled practice time.

How does a swim meet work?

- **Arrival/Lodging:** Most families arrive the night before the meet begins. Some camp by the pool, some pull trailers and some find local hotels. Meet details and a map of the area are sent out in an e-mail before each meet. Most meets have concession stands available for food purchase.
- **Morning Routine:** Both Saturday and Sunday start out the same. The team has dryland training / stretching, warm-up in the pool and a team meeting before the meet begins. The order may vary depending on our team's assigned warm-up time. You will be notified of the order and times once we receive the warm-up schedule from the host team.
- **Team Tent:** Columbia Falls Swim Team (CFST) owns 2 large white canopies. These are transported to the event by volunteers. Swimmers and families may sit under these canopies during the weekend to enjoy the sense of community. Bring chairs, blankets, food, water and games for downtime.
- **Event Order:** Saturday brings the Freestyle team relays, individual relays and all preliminary events. The events are always in the same order and the time of each event varies based on number of heats. In order to make it to the finals on Sunday, a swimmer must be one of the 12 fastest swimmers in their event on Saturday.
- **Programs:** Programs are available at the concession stands. Most meets charge \$3 each day. It is advised to bring a highlighter to mark your swimmer's events and those of the rest of the team. Some families use two colors, one for their kids and one for the rest of the team. Also pack a sharpie to write the events on your child's arm.
- **Staging:** As a parent and swimmer, it is important to listen for your event being called for staging. "Staging" is an area by the pool where swimmers congregate before going into the pool area to swim. A swimmer gets their event card at staging. They must have this in order to swim. Usually, events are called 2-3 times before that particular swim. Please go to staging the first time the event is called. This prevents the dreaded calling of your swimmer's name. Neither coaches nor swimmers like the swimmer's name to be called over the loudspeaker. It may result in extra sit-ups or push-ups in the next day's warm-ups. It is important to bring your cap (if you have one), goggles and towel to staging with you. At staging, swimmers are arranged into their events and heats before being led out into the pool area. They are then advised by the starter when to get ready to swim and a "beep" signals the start of the race. The race ends when the swimmer touches their timing pad on their last lap.
- **Finals:** You will know by the end of Saturday if your swimmer will swim on Sunday. However, if your swimmer is not swimming in finals **DO NOT LEAVE BEFORE SPEAKING WITH THE COACH.** There are two reasons:
 1. Your swimmer may be in a team medley relay on Sunday morning
 2. Your swimmer may be an alternate, which means they have the potential to swim in finals on Sunday. Alternates are swimmers who had the 13th and 14th fastest time. If a swimmer with a top 12 time does not show for the race on Sunday, then an alternate is moved into that position. Alternates should go to staging when their event is called, just in case they get to swim.
- **Nutrition:** In order to swim well, your swimmer must eat well. Foods that are good to pack include fresh fruit, veggies, sliced cheese and sliced meat.

Swim Meet Packing List

Here is a list of items you should pack in your swimmer's bag for each meet. Don't forget to label their items with their name (and contact number or team name if you can).

- Team Suit:** It's a good idea to pack an extra suit (even if it's not a team competition suit) just in case something happens with their team suit.
- Team Swim Cap:** Pack two if you have them. Caps can tear, especially if left out in the hot sun. We will have extras available for sale at each meet. See the attending board member to purchase an extra pair.
- Goggles:** It's a good idea to bring two pair, sometimes goggles break. Be sure they are fitted to your swimmer before they line up for an event. It's best if they have worn both pair of goggles in the water before the meet begins to be sure they are sized properly. We will have extras available for sale at each meet. See the attending board member to purchase an extra pair.
- Team T-Shirt:** Show your team spirit!
- Towels:** Pack two or more beach sized towels. They will need one after warm-up and then after each event. It's great if you can rotate between two, leaving one hanging to dry at all times.
- Water Bottle:** It is vital that our swimmers stay hydrated. Be sure to pack enough water to combat dehydration.
- Sunscreen:** Sunscreen is essential during summer swim season. Even if the weather is cloudy or overcast, it is important to protect against the UV rays. No sunburns!!
- Deck Sandals or Flip Flops:** Help protect their feet as they head to and from events or warm-ups.

Here is a list of items your family should pack for each meet.

Cooler:

1. **Healthy Foods:** Bring plenty of nutritious snacks for your family. Some great ideas are yogurts, cheeses, fruits, melons, vegetables, crackers, peanut butter, jerky, etc. Avoid heavy and overly sweet items like donuts and candy. Concessions are typically available at each meet.

2. **Water:** Be sure you have enough water for your swimmer *and* family. Chocolate milk and sports drinks are great for rehydrating after warm-ups or an event.

Highlighter: You will need a highlighter to mark their race info in your program.

Pen: You'll want this so you can record your swimmer's times.

Black Sharpie Marker: These are used to write the swimmer's events, heats, lanes on their arm or leg. Black works the best – some other colors tend to bleed.

Cash: Bring some cash along for the daily program and concessions. Try to carry smaller bills, it's often hard to make change for larger bills.

Clothes for Layers: Warm up suit, sweats, bathrobe or fleece jacket. Something for swimmers to wrap up in between events. Plan for any type of weather – this is Montana after all!

Dry Change of Clothes & Toiletries: After racing is finished, your swimmer will want to shower and change into dry clothes for the day. Be sure to bring their toiletries for the shower. It's important to wash the chlorine off of their skin.

Prescription Medications: Inhalers, allergy medication, etc. Be sure you have them on hand for your swimmer.

Entertainment: Bring games, playing cards, iPods/iPads, tablets, handheld electronic games, reading materials, coloring books, etc.

Sun Protection Items: Sunscreen, sunglasses, hat... anything to help protect your family from the sun.

Shade Tent: Great for relaxing between events. They also provide a central location for your family's belongings. We do have two team tents for families that we will set up at each meet.

Folding Chairs: Folding camp chairs work great. You can use them under your own tent or join other families under the team tents.

Blankets: Blankets or sleeping bags are great for relaxing under the canopy/tent between events.

What's with those numbers on your arm??

Many swimmers hear this question after an amazing weekend of competition. Sometimes the black numbers are listed on the arm or even the leg. What do those numbers mean? Why do we put them there? It's really a simple explanation. These numbers help swimmers (and parents) keep track of their events, heats and lanes.

When you arrive at a meet, you'll want to purchase a meet program. Usually these programs are available at the concession stand. Inside this program is a list of all the events and swimmers.

Example:

(E) Event → 5 - 100 Yard Free
 (H) Heat → 1
 (L) Lane → 3

Lane	Name	Age	Team	Seed	Time
Event 5 Girls 10 Year Olds 100 Yard Freestyle					
1:10.19 FLAG Florida Age Group Ch					
Heat 1 of 7 Finals					
1	Megge, Peyton G	10	DBS-FL	NT	_____
2	Pearson, Sarah A	10	PA-FL	NT	_____
3	Murray, Madison T	10	MACG-FL	NT	_____
4	Ziemba, Zoe A	10	PA-FL	NT	_____
5	Spayth, Ashley M	10	PA-FL	NT	_____
6	Oxley, Payton R	10	PA-FL	NT	_____
7	Bean, Erynn E	10	PA-FL	NT	_____
8	Evans, Faith R	10	PA-FL	NT	_____
Heat 2 of 7 Finals					
1	Matschner, Hope L	10	BD-FL	NT	_____
2	Triozzi, Charlize M	10	PA-FL	2:23.76	_____
3	Meyers, Rachel E	10	STAR-FL	1:50.96	_____
4	Hutchison, Alexa N	10	DBS-FL	1:40.10	_____
5	Frangoulis, Anastasia M	10	DBS-FL	1:43.13	_____
6	Bazemore, Morgan G	10	PA-FL	1:53.37	_____
7	Keyes, Haley R	10	STAR-FL	NT	_____
8	Sanabria, Vanessa	10	DBS-FL	NT	_____
Heat 3 of 7 Finals					
1	Kephart, Ashley E	10	SA-FL	1:38.65	_____
2	Anderson, Jensen K	10	DBS-FL	1:33.58	_____
3	Rumery, Amanda G	10	MACG-FL	1:30.92	_____

On Madison's hand, arm or leg you would write the following:

E H L
 5 1 3 100 Free
 15 2 4 50 Back
 35 3 1 50 Fly

Swim Meet Schedule

Dates	Host Team	City
June 4-5	No Meet	
June 11-12	Shelby	Shelby, MT
June 18-21	Cut Bank	Cut Bank, MT
June 25-26	Chester	Chester, MT
July 4-5	No Meet	
July 9-10	Columbia Falls	Columbia Falls, MT
July 16-17	Conrad	Conrad, MT
July 23-24	Fort Benton	Fort Benton, MT
July 30-31 (Divisional)	Hamilton	Hamilton, MT
August 6-7 (State)	Lewistown	Lewiston, MT

*In order to participate in Divisionals, swimmers must attend at least two regular season meets prior to the divisional meet.

Meet Locations & Travel Information

Bitterroot

- **Approximate Miles:** 170
- **Bitterroot Aquatic Center**

59 Kurtz Lane
Hamilton, MT 59840

<http://www.bitterrootaquaticcenter.com/>

- **Lodging:** On Site Camping, Townhouse Inn, Bitterroot River Inn & Conference Center, Motel 6, Super 8, Super 8 RV Park
- **Restaurants:** Back Door Deli, BJ's Restaurant, Bradley O's Steakhouse, McDonald's, Naps Grill, Pizza Hut, Second Street Sushi, LTD, Signal Grill, Subway

Chester

- **Approximate Miles:** 185
- **Chester Memorial Pool**

508 Main St
Chester, MT 59522

<http://chester-montana.com/pool/>

- **Lodging:** On Site Camping, Great Northern B&B, Independence Inn
- **Restaurants:** Spud's Café, The Grand Bar & Grill, Montana Lounge

Choteau

- **Approximate Miles:** 156
- **Choteau Lions Swim Pool**

29 W. Division St
Choteau, MT 5942

<https://choteaulions.club/swim-pool/>

- **Lodging:** Mountain View RV Campground, Stage Stop Inn
- **Restaurants:** Log Cabin, John Henry's, Hot Stuff Pizza, Copper Creek Coffee

Conrad

- **Approximate Miles:** 151
- **Conrad City Pool**

601 South Virginia
Conrad, MT 59425

<http://www.conradmt.com/attractions/pool.php>

- **Lodging:** On Site Camping, Pondera RV Park, Super 8, Weikum Inn
- **Restaurants:** A&W, Coaches Corner, Home Café, Joe's Family Steak House, KFC, Main Drive-In, The Lobby

Cut Bank

- **Approximate Miles:** 120
- **Cut Bank Pool**
SW Park (Corner of 1st Ave & 1st St. SW)
Cut Bank, MT 59427

<http://cutbankciviccenter.org/pool.php>

- **Lodging:** On Site Camping, Super 8, Glacier Gateway Plaza
- **Restaurants:** Alex's Deli & Bakery, Pizza Hutt, McDonald's, Java Time

Fort Benton

- **Approximate Miles:** 240
- **City Pool**
Old Fort Park
Fort Benton, MT 59442
- **Lodging:** On Site Camping, Lark & Laurel B&B, The River Guest House, Grand Union Hotel, Pioneer Lodge Motel, Benton RV Park, Chouteau County Fairgrounds RV Park
- **Restaurants:** Union Grille Restaurant, Wake Cup Coffee House, The Freeze, The Banque

Shelby

- **Approximate Miles:** 143
- **Shelby City Pool**
121 12th Ave North
Shelby, MT 59474
- **Lodging:** On Site Camping, Best Western Shelby Inn & Suites, Comfort Inn, Crossroads Inn
- **Restaurants:** Alibi Lounge, The Griddle, Ringside Ribs, Kowloon Chinese, Pizza Hut, Subway

Columbia Falls Swim Team By-Laws and Constitution

1. This club shall be known as the Columbia Falls Swim Team.

2. The purposes of this club are:

- To teach swimming techniques, water safety, competitiveness, and promote other educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- The encouragement of all efforts and activities in the swim team.
- The promotion of full discussion and exchange of ideas regarding planning and conduct of such activities.
- The dissemination of significant results of these efforts and activities.
- The improvement of the methods used in these efforts and activities.

3. Officers:

- The club shall have the following elective officers: President, Vice-President, Secretary, Treasurer, and four (4) Directors at Large. The term of office of the members elected as directors at large shall be two years, two of the four terms to expire each year.
- The Board of Directors shall consist of the following: The President, who shall be an ex-officio member and shall act as Chairman of the Board of Directors; The Vice-President; Secretary; Treasurer; four Directors at Large; the immediate past President, who shall serve on the Board of Directors for one term only; and the Coach (es) of the Swim Team. The Chairman of the Board will vote only for the purpose of breaking a tie. Coaches do not have a vote.

4. Duties of Officers:

- President: The President shall preside at all meetings of the club, in a parliamentary procedure, at all regular meetings and the Board of Directors meetings, and shall perform all such duties as are incidental to the office of President and are properly required of the President.
- Vice-President: In the absence of the President the Vice-President shall exercise all functions of the President and shall be vested with all presidential powers.
- Secretary: The Secretary shall have charge of all papers, keep such records, make such reports and perform such duties as are incidental to that office, and properly required of him/her by the organization. Secretary will take minutes at meetings and distribute them to board members.
- Treasurer: The Treasurer shall have charge of the funds of the club. The Treasurer shall conduct the clubs banking business and keep all accounts. Checks drawn for the amount greater than \$1000, shall be approved by the Board of Directors, signed by the President and by the Treasurer. The Board of Directors shall audit the books at the September meeting.

5. Election of Officers:

- Officers will be voted for yearly with no limit to the number of terms served.
- Voting shall take place at the scheduled annual meeting. The nominee receiving the most (greatest number) of votes shall be installed at the following meeting.
- Upon retiring, the President automatically becomes a member of the Board of Directors for one year only.
- In case of resignation or other vacancy on the Board of Directors, the present directors shall appoint someone to fill the unexpired term.
- Nominating committee shall submit two candidates for each office and two retiring directors.
- Nominating committee shall consist of the Board of Directors, or a committee of three (3) persons appointed by the Board.
- Nominations shall also be taken and accepted from the floor, with a majority rule electing.

6. Membership:

- Membership shall be open to anyone interested in the purposes and objectives of this club, providing space is available.
- Members must swim a minimum of two regular swim meets and the divisional meet, and commit to attend the State meet if they qualify.
- A prospective member must be able to swim a legal event for their age group. For example 8 and under must swim 25 free, 9-10 must swim a 50 free.
- In competition, Team suits are required of all members and if swim caps are worn, must be team caps.

7. Standing Committee Chairperson. To be appointed as needed by the President with approval of the Board of Directors:

- Research: For any new or upcoming methods or regulations or improvements regarding swimmers or club members.
- Fund Raising: Shall present ideas and projects to be conducted, with at least two (2) fundraisers to be held per year.
- Public Relations: In charge of all advertising and publicity.
- Meet: In charge of making all preparations and arrangements for our annual meet.
- Swim Suit: In charge of yearly ordering and exchange of suits as needed.

8. Meetings:

- Shall be held at such times and such places, as the Board of Directors shall designate, with prior notice of such meetings to be given to the members.
- Annual meeting for the election of Officers and Directors at Large shall be held at the end of each summer swim season. The officers shall be elected for a term of one year, except for Directors at Large who shall be elected for a term of 2 (two) years.
- A quorum for the transaction of business shall consist of five members of the Board of Directors, present in person.
- The Board of Directors shall meet as needed, at specific times announced by the President. Other meetings will take place when requested by at least two directors.

9. Liabilities of Members:

- No Officer, member, or employee of the club shall disburse any funds or monies in their keeping and belonging to the club without authorization of the Board of Directors.

10. Amendments: This constitution and by-laws may be amended by a two-thirds vote of the active board members.

11. The Columbia Falls Swim Team shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

12. Upon the winding up and dissolution of this club, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue code.

13. This organization is not organized for profit, and no part of the net earnings shall inure to the benefit of any private shareholder, or individual.

I do hereby certify that the above by-laws are true and correct and that the same were adopted by the Board of Directors on September 26, 2010.

Courtney Babcock, President

Mark Role, Vice President

Jennifer Cheff, Treasurer

Michelle Albin, Secretary

Board of Directors

- Gina Thomas
- Will Brunz
- Jessica Rice
- Corey Shea