

# 2025 Unidos Constitution & Bylaws

*Updated as of November 30, 2025*

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## UNIDOS MASTERS SWIM TEAM CONSTITUTION

### **Article I: Name**

The name of this organization shall be Unidos Masters Swim Team, hereafter referred to as Unidos.

### **Article II: Vision & Mission Statement**

*Vision Statement.* Unidos Masters Swim Team envisions an inclusive and empowered adult swimming community that fosters health, resilience, and lifelong fitness through fair, transparent, and welcoming aquatic experiences. We strive to cultivate an environment where every swimmer has equitable access to participation and growth, empowering all to thrive in and out of the water.

*Mission Statement.* The mission of Unidos Masters Swim Team is to promote adult swimming for fitness, wellness, and community connection. We are committed to providing transparent, merit-based pathways to participation, ensuring fair and equitable access to instruction, competition, and social engagement. Through excellence in coaching, supportive structures, and a culture of respect, we align with [U.S. Masters Swimming's \(USMS\) values](#) while advancing fairness and equitable representation within aquatics.

### **Article III: Affiliation**

Unidos is an officially [recognized club](#) under USMS. The organization complies with all USMS standards, policies, and codes of conduct, including requirements for leadership certification and ethical governance.

### **Article IV: Membership**

Membership is open to adults age 18 and over who align with the team's mission. Those in coaching roles and those who choose to compete must maintain active USMS membership and are expected to engage in professional development through USMS resources.

### **Article V: Governance**

Unidos is governed by an Executive Committee Board elected annually by the team's voting membership. The board has full authority over team operations, finances, safety standards, and alignment with USMS regulations.

### **Article VI: Amendments**

Amendments to this Constitution must be proposed in writing and require a two thirds majority vote of the active membership to be adopted.

## UNIDOS MASTERS SWIM TEAM BYLAWS

### Article I: Executive Board Structure

The Executive Board shall consist of the following positions:

- **Chair & Head Coach** - Leads team operations and strategy. Represents Unidos in official communications, ensuring alignment with our mission. Oversees board cohesion, programming, partnerships, and long-term planning.
- **Co-Chair & Assistant Coach** - Assists the Chair with leadership and is the lead when needed. Supports logistics, projects, and board coordination.
- **Secretary**- Maintains official records and tracks action items. Supports transparency and accountability.
- **Treasurer** - Manages finances, including budget, record-keeping, and reimbursements. Tracks stipends, authorizes purchases, and ensures compliance.
- **Social Engagement Coordinator** - Organizes social events to build community and foster swimmer retention.
- **Communications Coordinator** - Oversees digital communication platforms and supports mission and vision statement
- **Competition & Meet Liaison Coach** - Prepares competitive swimmers for meets and provides on-deck coaching.

*Additional appointed positions may be added by board vote.*

### Article II: Role Requirements

All coaches

- Hold an active USMS membership.
  - Option to attend the Southern Pacific Masters Swimming (SPMS) regular meetings to receive reimbursement for the USMS

The all coaches must hold current certifications in:

- USMS Coach Certification (Level 1 minimum)
- USMS Adults Learn-to-Swim (ALTS) Certification
- Optional* American Red Cross Water Safety Instructor (WSI) certification

*Certification compliance will be tracked via a centralized system and reviewed during the August Annual board meeting. Unidos only offers the USMS Coach Level 1 and 2 certifications.*

### Article III: Annual Meetings, Elections, and Terms

- Elections shall be conducted annually in August through an electronic ballot or virtual meeting accessible to the team's voting membership.
- The Executive Board shall present and seek approval of the annual budget during the August meeting.

- Each elected member shall serve a one-year term and may be re-elected through a majority vote.
- In the event of a vacancy, the Executive Board may appoint a temporary replacement to serve until the next official election.
- Members who have attended at least 50% plus one of the team's scheduled practices in the previous three calendar months shall qualify for voting rights in elections and other matters requiring a membership vote.

**Article IV: Regular Meetings**

Regular meetings of the Executive Board shall be held on the first Thursdays of each month, except for the month of September, which shall be observed as a recess unless otherwise decided at the Annual Meeting. The Annual Meeting shall be held each August for the purpose of electing officers and approving the annual budget in alignment with the fiscal year.

<b>Month</b>	<b>Meeting Purpose</b>
<b>June</b>	Fiscal year launch, financial prep begins
<b>July</b>	Break Month (rest and transition)
<b>August</b>	<b>Annual Meeting</b> (elections + budget)
<b>Sep-May</b>	Regular monthly board meetings (1st Thursday)

**Article V: Responsibilities and Expectations**

The Executive Board shall:

- Attend at least half of all regular meetings.
- Promote Unidos & USMS aligned values and uphold the Code of Conduct.
- Represent the team ethically and inclusively.
- Collaborate in supporting team operations and events.
- Coaches must also maintain up-to-date certifications and deliver safe, inclusive instruction.

**Article VI: Financial Policies**

The Treasurer manages financial records and team funds.

- Members in good standing must obtain prior board approval in writing for any expenditure over \$100 before making a purchase. A written proposal detailing the intended use of the proposed expenditure must also be submitted for approval.
- Coaches receive up to \$40/month in transportation stipends.
  - To qualify, coaches must attend at least half of the month's practices, plus one more.

- The Social Engagement Chair may request up to \$40/month in reimbursements for monthly social events with receipt documentation.
- Membership Fee Adjustment and Financial Assistance Program
  - Unidos Masters Swim Team shall establish a dedicated budget line item for the reimbursement or adjustment of membership fees for members demonstrating financial need. Members seeking assistance must submit a written application form, which includes:
    - i. A statement of financial need
    - ii. Supporting documentation (if required)
    - iii. A commitment to reapply every three months if continued assistance is needed
  - Financial assistance applications shall be reviewed monthly by the Executive Board, and decisions will be communicated within two weeks of submission.
  - Approved adjustments will be valid for up to three months, after which members must reapply to continue receiving assistance.
  - Unidos Masters Swim Team shall calculate all reimbursements for missed, pre-planned absences or approved financial-assistance adjustments using the following formula:
    - i. The City of Bellflower instructor-contractor rate of 35% shall be applied to the member's current monthly fee to determine the cost per class session.
    - ii. The monthly fee shall be divided by the total number of scheduled team practices for that month (Saturday, Monday, Wednesday), excluding City-recognized holidays or facility closures.
    - iii. For each approved missed session, Unidos shall retain \$1.00 to cover administrative and fixed operational costs.
    - iv. The remainder of the per-session amount shall be reimbursed to the member.
    - v. This calculation shall be updated monthly to reflect the current monthly fee and the number of scheduled practices.
  - The total budget allocated for this program shall be determined during the annual budget approval process, with adjustments made as necessary based on demand and available funds.

*Unidos follows USMS [financial policies and guidelines](#).*

#### **Article VII: Disciplinary Procedure**

- Any violation of team expectations or misconduct will be reviewed in reference to the [USMS Code of Conduct](#).
- The board may initiate an internal inquiry and, if necessary, refer the issue to the [USMS National Board of Review](#) or relevant [LMSC authority](#).

- Final outcomes are handled in accordance with [USMS disciplinary guidelines](#).

### **Article VIII: Amendments**

These Bylaws may be amended by a two thirds board vote or a majority vote of active team members at a general meeting, provided notice is given 7 days in advance.

## COACHING CURRICULUM

### **Article I: Curricular Foundations and Standards Alignment**

The Unidos Masters Swim Team curriculum is directly informed by three nationally recognized, evidence-based programs:

- *American Red Cross Water Safety Instructor (WSI)*: Provides the foundational structure for progressive swim instruction, including lesson planning, skill benchmarks, and safety protocols for adult learners.
- *U.S. Masters Swimming (USMS) Coaching Certification & Workout Library*: Supplies structured workout design, training cycles, and best practices in adult swim coaching for fitness and competition.
- *USMS Adult Learn-to-Swim (ALTS) Program*: Adds trauma-informed methodology and equity-driven access to swimming instruction for adult beginners, grounded in principles of accessibility, confidence-building, and lifelong fitness.

### **Article II: Instructional Objectives**

All instruction and workouts are designed to meet the following objectives:

- Ensure swimmer safety through mastery of essential aquatic skills and awareness.
- Support skill progression through evidence-based benchmarks and consistent assessment.
- Develop cardiovascular fitness, endurance, and stroke technique through structured training plans.
- Provide trauma-informed, culturally responsive instruction that affirms diverse experiences.
- Promote inclusive community engagement and equitable access to lifelong aquatics.

### **Article III: Pedagogical Approach**

Unidos's teaching and coaching approach centers trauma-informed practice, cultural humility, and the belief that all adults can become confident, capable swimmers. Instruction is individualized, goal-oriented, and rooted in respectful relationships between coaches and swimmers.

All coaches and instructors hold required certifications in USMS Coaching (Level 1+), and USMS Adult-Learn-to-Swim and optional Water Safety Instructor (WSI) certification. Regular professional development ensures continued alignment with current best practices in adult aquatics education.

#### **Article IV: Swimmer Progression Pathway**

Upon joining Unidos, swimmers undergo an in-water assessment to determine their most appropriate instructional pathway. This ensures each swimmer receives training aligned with their current abilities, goals, and safety needs.

#### **Entry Evaluation Criteria**

Swimmers are assessed for:

- Comfort in deep and shallow water
- Ability to swim 25–50 yards continuously
- Demonstrated breath control and stroke coordination
- Water safety skills and floating ability
- Readiness for structured instruction and group environments

*Swimmers are then placed into one of two structured pathways:*

1. Bridging Track (Pre-Team Conditioning)
  - a. Swimmers with baseline stroke skills who need to improve endurance, technical consistency, and group swim etiquette.
    - i. **Focus:** Endurance development (200–400 yards continuous swim); stroke refinement with feedback and drills; mastery of circle swimming, send-offs, and workout flow; coaching response and training concepts (e.g., interval sets, pace)
  - b. *Culminating task.* Swim 300+ yards comfortably, execute legal strokes, and complete a coach-led workout.
2. Unidos Masters Swim Team
  - a. Swimmers ready for structured USMS-style workouts focused on fitness, improvement, or competition.
    - i. **Focus:** Periodized workouts and seasonal goal-setting; advanced technique and aerobic capacity; optional racing, team events, and swim meets; leadership and community involvement
  - b. *Culminating task.* Join USMS and do at least 1 swim meet quarterly with coaches' attendance and/or encouragement.

## UNIDOS MASTERS SWIM TEAM ACKNOWLEDGMENT & AGREEMENT

I, \_\_\_\_\_, have read and reviewed the Unidos Masters Swim Team Constitution, Bylaws, and Curriculum. I understand the roles, responsibilities, and expectations set forth for all members and board participants.

- I agree to abide by the policies and procedures outlined in this document.
- If serving in a leadership or coaching role, I confirm I will maintain the required certifications and professional standards.
- I commit to upholding the team's values of inclusion, safety, and ethical participation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_