



# ENCORE SWIM TEAM 2019

www.encoreswim.swimtopia.com  
Information Packet

Encore Swim Team is a competitive race team in South San Jose based at Santa Teresa High School. Swimmers from the ages of 5 - 18 participate in swim practices & swim meets from April through July. Although we are a competitive team, we are known for our fun, family & enthusiastic environment! ***Go Dolphins!***

## IMPORTANT DATES

March 1 - 15	Early bird registration \$285 for first swimmer & \$260 for siblings
March 6 - April 28	Regular registration \$330 for first swimmer & \$305 for siblings
April 23 (Tue)	General Meeting – 7:00pm – Castillero Middle School, Room B-14
April 29 (Mon)	Tryouts for new swimmers 5:30pm - 8:30pm at Santa Teresa High School Pool (during regular practices)
April 29* (Mon)	Swim Practice Beginners at Santa Teresa HS - 5:30pm to 8:30pm first week (**after the first week practice will be 5:00pm - 8:00pm)
April 29 & later	Late registration \$355
May 13 (Mon) *Tentative	Mandatory Parent Meeting at Santa Teresa HS - 6pm (volunteer assignments issued)
May 23 (Thurs) & May 27 (Mon)	No practice in observance of Memorial Day
May 18 (Sat)	Stroke & Turn Judge Clinic @ Los Gatos Swim & Racquet Club - 8:30am (Only for Stroke & Turn Judge Committee Members)
May 30 (Thurs) *Tentative	Season Kick Off Party/Picture Day 5:00pm - 8:00pm @ Santa Teresa HS Pool
May 30 (Thurs)	Mandatory Time Trials 5:00pm – 9:00pm (estimated) – Santa Teresa HS Pool
July 3 & 4 (Weds/Thurs)	No practice in observance of Independence Day
July 11 (Thurs)	Swim-a-thon fundraiser, 5:00pm - 8:00pm (instead of regular practice)
July 18 (Thur)	Last Day of Practice
July 20 (Sat)	Champs @ Gunderson High School, 622 Gaundabert Lane, SJ 95136 - Warm-up: 7:00am, Start: 8:00am,, End: 3:30pm (estimated)
July 20 (Sat)	Encore Team Banquet & Awards night 5:00pm – 8:00pm at TBD

**MEETS – No Meets at Santa Teresa**

May 30 (Thurs)	Time Trials @ Santa Teresa
June 8 (Sat)	Encore AWAY Meet Vs. Westgate @ Valley Christian High School
June 15	Encore AWAY Meet vs. Los Gatos @ Los Gatos Swim & Raquet Club
June 22	Encore HOME Tri-Meet @ Morgan Hill Aquatics Center
June 29	Encore HOME Meet vs. Los Ranchitos @ Los Ranchitos Club
July 6	BYE (No Meet)
July 13	BYE (No Meet)
July 20	Championships at Gunderson High School (All Teams)

**PRACTICE SCHEDULE (Santa Teresa High School) April 29 - July 18 (Mon, Tues, Wed & Thurs)**

**\*First Week, April 29 - May 2 (Mon, Tues, Wed & Thurs 5:30pm - 8:30pm)**

5:30 pm to 6:30 pm	6 & under & 7-8 age group
6:30 pm to 7:30 pm	9-10 & 11-12 age group
7:30 pm to 8:30 pm	11-12, 13-14 & 15-18 age group

**\*\*Regular Practice Schedule is (5:00pm - 8:00pm, Mon, Tues, Wed & Thurs)**

5:00 pm to 6:00 pm	6 & under & 7-8 age group
6:00 pm to 7:00 pm	9-10 & 11-12 age group
7:00 pm to 8:00 pm	11-12, 13-14 & 15-18 age group

\*No practice on May 2, May 23 & 28 (Memorial Day), July 3 & 4 (Independence Day)

## CONTACTS

<b>OFFICERS</b>			
President	Michelle Barte	(831) 818-2659	mkbarte@gmail.com
Vice President	Joshua Eckel	(408) 603-4410	joshua.eckel@gmail.com
Treasurer	Derek Judi	(408) 834-5102	derekjudi@gmail.com
Secretary	Tanya Doushgounian	(408) 607-7479	tanya@lilybugz.com
Volunteer Coordinator	Michelle Mauldwin	(408) 482-1076	mmauldwin@wwdb.org

<b>COMMITTEE CHAIRS</b>			
Registrar	Michelle Mauldwin	(408) 482-1076	mmauldwin@wwdb.org
Ribbons	Beth Cacciaroni	(408) 234-8404	ecacciaroni@hotmail.com
Snack Bar - Meets			
Stroke & Turn Judges			
Timers	Dan Borges	(408) 640-8233	borgesbuilt@gmail.com
Equipment Coord	James Galvin	(408) 508-2017	jfgalvin@gmail.com
Clerk of the Course	Susana Escobedo	(408) 310-5952	susanablanco83@gmail.com
Fundraising/Social	Jenny Gaxiola	(408) 802-6683	gfyjny@yahoo.com

### GENERAL INFORMATION

In addition to their responsibilities on the Board, Board members will act as Meet Directors, organize the Practice Meet, act as Swim Team Liaison with Pioneer High School, and represent the team at the Valley Aquatic League meetings.

**Emergency forms, Parent/Swimmer contract, and fees must be turned in before a swimmer can participate in the water.**

### SWIM TEAM FILE BOX

There is a Swim Team File Box, which is available at swim practices every day after the first week. Each family will have a folder. This is where you will receive important information such as newsletters, notices, ribbons, etc. **Please check your file regularly.**

### PRACTICE

Practices are 4 days a week – Monday, Tuesday, Wednesday, & Thursday

We will not have practices on the following days due to Holidays: Memorial Day & Independence Day

Swimmers will swim with their age group at practice unless prior arrangements are made with their coach. If your child is in another sport, please notify the coach when he/she will attend practice.

Please be **prompt** when picking your child up at practices. It is not fair for the coach to have to wait for a child to be picked up.

We are guests at the Encore Pool at Santa Teresa High School, both at practice and at meets. We need to abide by the pool rules and be respectful of the property and the neighbors in the community.

### **TEAM SWIMSUITS**

Every swimmer *must* have a team suit for meets.

### **SNACK SHACK**

Encore hosts a Snack Shack at both “home” meets. The Snack Shack at home meets is a big source of income for the team.

## SWIM MEETS

# Encore requires parent participation at all meets including Time Trials **and** at Championships.

Swim meets start at 8:00am. Swimmers must be at the pool at least 1 hour prior to the start of the meet and checked in with their coach or they will not be allowed to swim in a relay.

**Swimmers and parents must check-in at the designated Encore area upon their arrival at the meet. This is essential so that the coaches know that their relay teams are in place and the Committee Chairs know that their workers are there to cover their shifts.**

Meets usually finish between 1:00 and 2:00 p.m. **Please DO NOT leave before the meet is over, as we need swimmers for the free-style relay.** If your child is scheduled to swim on a relay team, and he/she leaves, we have to forfeit that relay team which affects 3 other swimmers on the team. Please keep in mind the needs of the other swimmers & the swim team.

Please make sure you clean your area at a swim meet – we are guests at all of these pools (including Encore) and we need to represent our team properly.

Coaches must be notified by Monday before a meet if your child cannot swim. They need to put together relay teams and this information is vital to the coaches and their teammates. For any last minute changes due to an emergency, please contact the Swim Events Committee Chair.

## **Swimmers are required to swim in at least one regular meet in order to swim at Championships.**

There will be a time trial on May 30 and is essential for team members to attend. It's a chance for both parents and swimmers to find out how a meet is run. This is where swimmers will be doing practice races to get their seed times. Swimmers aging up to the 11-12 age group should attend this practice meet to get seed times on your 50 yards events or you will start with a No Time. **\*\*Every Swimmer NEEDS a time for ALL strokes\*\***

## SWIM MEET EVENTS

The events at the meet are held in the following order:

1. Medley Relay
2. Butterfly
3. Backstroke
4. 50-yard Freestyle
5. Individual Medley
6. Breaststroke
7. Freestyle
8. Freestyle Relay

Swimmers can participate in up to **three** events per meet. The coaches will determine relays.

## **Swimmers must sign-up for events on the Monday before a meet.**

If you are unsure whether you will be at a meet – please sign-up for events anyway, it is much easier to scratch a swimmer from a meet than to add the swimmer at the meet.

Please swim the events that you are signed up for. **Do not change your events at the meet.** This causes huge problems with the clerk of the course, timers and the computer table.

## **RIBBONS**

Swimmers receive ribbons for participating in the swim events. Ribbons are given out for 1<sup>st</sup> through 8<sup>th</sup> place, (scoring is 1<sup>st</sup> thru 6<sup>th</sup> place). Participation ribbons will be given for those placing 9<sup>th</sup> or higher. Improved time ribbons will be given instead of the participant ribbon when there is an improved time. If there is an improved time for someone placing 1<sup>st</sup> through 8<sup>th</sup>, the placing ribbon will be stamped with an improved time.

Relay events will receive placing ribbons for 1<sup>st</sup> through 3<sup>rd</sup> place. Ribbons will not be given out at a meet. They may be picked up in your folder in the File Box on the Tuesday after a meet.

## **SCORING**

Dual Meets:

### Individual Events

- a. First place - 7 points
- b. Second place - 5 points
- c. Third place - 4 points
- d. Fourth place - 3 points
- e. Fifth place - 2 points
- f. Sixth place - 1 point

### Relays

- a. First place - 8 points
- b. Second - 4 points
- c. Third place - 2 points

(Second place points go to the opposing team if it had an entry in the event. If the opposing team does not have an entry in the event no second place points are awarded. A team cannot take 1<sup>st</sup> place and 2<sup>nd</sup> place points; a team can take 1<sup>st</sup> and 3<sup>rd</sup> place points.)

## **AWARDS**

There will be an Awards Banquet after the Championship Meet at TBD. Awards are given by age group:

- |                        |  |
|------------------------|--|
| Most Improved          | 1 boy, 1 girl = Most time taken off their strokes during the season      |
| MVP                    | 1 boy, 1 girl = Most points earned for their age group during the season |
| Coach's Award          | Coach's decision   |
| Record Holder's Plaque | for all swimmers who set new Encore records during the season            |
| President's Award      | 1 boy, 1 girl = Most total points earned during the season               |

# VOLUNTEER JOB DESCRIPTIONS

The swim meets are broken into two shifts with the shift change beginning after event 34 (6 & under Backstroke). Families will sign-up to serve on a Committee for the entire swim team season. The Committee Chairperson will coordinate the workers needed for each meet and make sure that positions are filled. Signing up by family will allow either family member to fulfill their obligation at a meet.

The team requires 18-20 volunteer hours per family. It breaks down to about 3-4 hours (one shift) at each of our six meets (Time Trials, 4 Dual Meets, and Champs). It is crucial for each family to volunteer at each meet. We cannot run the meets without volunteers. If you are unable to fulfill all the hours you may have other people (grandparents, teenage children, friends) fill in for you. For each shift that you are unable to work, we will deduct \$50 from your \$300 volunteer deposit.

## *All volunteers will be working shifts at Time Trials & Champs.*

**Swim Events and Ribbons** – We provide 2 ribbon writers per shift at away meets. Home meets require computer data entry, ribbon writers and runners.

1 Committee Chair – Swim Events  
1 Committee Chair – Ribbons

4 Data Entry for Swim Events  
4 Ribbon Writers/Runners

**Snack Bar** – We provide the snack bar at our 2 home meets. All snack bar helpers will work one 1st shift and one 2nd shift and help with shopping for and the preparation of the snack bar at meets. 1st shift workers report at 6:00am to help with setup for the snack bar & 2nd shift workers stay for clean up and break down after the meet is over.

## **Snack bar helpers will help in other roles as needed at Time Trials & Champs.**

1 Committee Chair  
1 Committee Co-Chair  
14 Shift Workers

**Timers** - We need 3 timers per lane total (1-2 will be from other team). Timers use stopwatch to record swimmers times for each event (Needs to attend training for the wireless timing system)

1 Committee Chair  
20 Shift Workers

**Stroke and Turn Judges** – Must attend the league's Stroke and Turn Clinic to be certified.

1 Committee Chair  
4-6 Judges

**Clerk of the Course** – Organize the swimmers in the right seats based on heats & lane assignments.

1 Committee Chair  
4-6 Shift Workers

**Equipment Management/Set-up/Break-down** – Maintain team equipment (stop watches, starter system, etc.), set-up equipment (canopies, tables, chairs, ropes, blocks, etc) for home meets, time trials

& Champs on Saturday mornings and break down equipment after meets. Set-up begins at 5:45am & breakdown after the home meet is completed. Must be available to help with both setup & breakdown.

1 Committee Chair

4 Workers

**Announcer** – Announces events and heats at home meets, time trials & one shift at Champs.

**Starter** – Runs the home meets. Starts the races by calling to swimmers, “Swimmers step up to the block” Then asking if the timers are ready, then starts the race with “Swimmers take your mark.” When all the swimmers are ready and motionless, the starter pushes the timing system button to flash and beep the start. The starter needs to keep the meet running, insuring he or she is in sync with the announcer on the correct event number and heat.

**Social and Fundraising** - Organize awards banquet and other swim team social get-togethers and fundraising.

1 Committee Chair

1 Committee Co-Chair

**Team Gear Coordinator** – Manages and keep inventory and monies of all team gear (shirts, logo items, swim caps, etc)

**Team Photographer** – Attends all meets and takes pictures of swimmers to be posted on the Encore Swim Team Facebook page, web site, and used in Team marketing materials.

### **Buyout**

If you are unable to volunteer with the team during the meets & Champs, we offer a buyout option. A family may opt to buyout and allow the swim team to cash the buyout deposit check. The swim team uses these funds to hire workers to fill positions needed in the various committees for the meet to run successfully. Please check with the Volunteer Coordinator to discuss this option.