



ENCORE SWIM TEAM 2018

www.encoreswim.swimtopia.com
Information Packet

Encore Swim Team is a competitive race team in South San Jose based at Pioneer 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

Jan 8 - Feb 15	Early bird registration \$275
Feb 16 - April 30	Regular registration \$310
April 24 (Tue)	General Meeting – 7:00pm – 8:30pm at Pioneer HS Library
April 28 (Sat)	Tryouts for new swimmers 10:00am – 12:00pm Pioneer High School
April 30* (Mon)	Swim Practice Begins at Pioneer HS – 5:00pm to 8:00pm (Mon-Thur)
May 1 (Tues)	Late registration \$335
May 14 (Mon)	Mandatory Parent Meeting at Pioneer Library 6pm (volunteer assignments issued)
May 28 (Mon)	No practice in observance of Memorial Day
May *TBD* (Sat)	Stroke & Turn Judge Clinic @ Los Gatos Swim & Racquet Club (Only for Stroke & Turn Judge Committee Members)
June 1 (Fri)	Season Kick Off Party/Picture Day 6:00pm Pioneer HS
June 2 (Sat)	Mandatory Time Trials 7:00am – 12:00pm – Pioneer HS
July 4 & 5	No practice
July 12 (Thurs)	Swim-a-thon fundraiser
July 19 (Thur)	Last Day of Practice
July 21 (Sat)	Champs @ Morgan Hill
July 21 (Sat)	Encore Team Banquet & Awards night 5:00pm – 8:00pm at Pioneer HS

MEETS – HOME MEETS WILL BE HELD AT PIONEER HIGH SCHOOL

June 2 (Sat)	Time Trials
June 9	Los Gatos @ Encore
June 16	Encore @ Los Ranchitos
June 23	BYE (No Meet)
June 30	Encore @ Morgan Hill
July 7	BYE (No Meet)
July 14	Westgate @ Encore
July 21	Championships at Morgan Hill Aquatics

PRACTICE SCHEDULE (Pioneer High School)

April 30 - May 10 (Mon, Tues, Wed & Thurs)

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	13-14 & 15-18 age group

May 14 - June 7 (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	13-14 & 15-18 age group

*No practice on May 28 (Memorial Day)

June 11 - July 21

Mon, Wed (same)

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	13-14 & 15-18 age group

Tues, Thurs

3:30 pm to 4:30 pm	13-14 & 15-18 age group
4:30 pm to 5:30 pm	6 & under & 7-8 age group
5:30 pm to 6:30 pm	9-10 & 11-12 age group

*No practice on July 4 & 5 (Independence Day)

CONTACTS

OFFICERS			
President	Shawn Mortensen	(408) 402-2780	mortshawn@hotmail.com
Vice President	Elaine Schader	(408) 266-145	estampin@gmail.com
Treasurer	Joshua Eckel	(408) 603-4410	joshua.eckel@gmail.com
Secretary	Michelle Barte	(831) 818-2659	mkbarte@gmail.com
Volunteer Coordinator	Rebecca Makarova	(408) 826-9443	rebecca.makarova@gmail.com

COMMITTEE CHAIRS			
Registrar	Erin Crossland	242-8162	erincrossland@gmail.com
Swim Events	Brad Ford	979-0622	bradleyford@mac.com
Ribbons	Beth Cacciaroni	234-8404	ecacciaroni@hotmail.com
Snack Bar - Meets	Lena Tran	410-4654	lenaductran@yahoo.com
Stroke & Turn Judges			
Timers	Dan Borges	640-8233	borgesbuilt@gmail.com
Equipment Coord	Derek Judi	834-5102	derekjudi@gmail.com
Clerk of the Course	Susana Escobedo	310-5952	susanablanco83@gmail.com
Fundraising/Social			

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 Pioneer 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 two regular meets in order to swim at Championships.

There will be a time trial on the first Saturday in June from 7:00am to 11:00am. This 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 1st through 8th place, (scoring is 1st thru 6th place). Participation ribbons will be given for those placing 9th 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 1st through 8th, the placing ribbon will be stamped with an improved time.

Relay events will receive placing ribbons for 1st through 3rd 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 1st place and 2nd place points; a team can take 1st and 3rd place points.)

AWARDS

There will be an Awards Banquet after the Championship Meet at the Encore pool. 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 meet. 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.