

SARATOGA WOODS

SWIM TEAM HANDBOOK

2007

SARATOGA WOODS SWIM TEAM

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Maps

SARATOGA WOODS SWIM TEAM

WELCOME

We would like to welcome you all to the Saratoga Woods Swim Team. We are pleased you have joined, (or returned to) the Saratoga Woods Swim Team, also known as "The Dolphins". We hope you find this spring and summer with the swim team an enjoyable and rewarding experience for the whole family.

JUNIPERO SERRA SWIM LEAGUE (JSSL)

Saratoga Woods Swim Team is a member of the Junipero Serra Swim League (JSSL). The JSSL bylaws are the rules by which our swim team is governed. The JSSL Swim Season is June and July. During the swim season we swim against each of the JSSL swim teams once in a dual meet. On the third or fourth Saturday in July, all teams will compete together at the Championship Meet. There are six swim teams in the JSSL as follows:

- * **Brookside** (in Saratoga)
- * **Cupertino Hills** (in Cupertino)
- * **Eichler** (in Palo Alto)
- * **Green meadow** (in Palo Alto)
- * **Laurelwood** (in Santa Clara)
- * **Saratoga Woods** (in Saratoga)

SWIM TEAM ELIGIBILITY

All children ages 4 to 18 of Saratoga Woods Community Association members are eligible to join the Swim Team if they meet the following minimum swimming requirements. Swimmers are eligible to join the swim team if they can demonstrate that they can swim, i.e., move forward by simultaneously putting their head in the water, getting off the bottom of the pool and kicking their feet while moving their arms. In addition, the child needs to show the motivation, interest and desire to participate on the swim team.

Children 4 years of age may be eligible to join the Swim Team if they can swim 12 ½ yards without stopping (half of the length of the pool) at the beginning of the swim season, if there is room in the 6 and under age group, and with approval from the head coach.

The first two weeks of swim practice are designated as a trial period during which time the coaches will evaluate the child's readiness for swim team. If at the end of that two-week period the coaches determine the child is not ready for swim team, the family will receive a complete refund of the registration fees.

As of June 1, it is expected that all swim team members will be able to swim the 25-yard length of the pool without touching the bottom, the wall, or the lane

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line. Any swimmer wishing to join the swim team after June 1st is required to pass the swim requirement described in the previous sentence.

In order for a swimmer to participate in a JSSL Swim Meet, the swimmer must be signed up for the team at least **one** week prior to the dual meet. Each swimmer must have participated in at least two dual meets to swim in Championships. There are no exceptions to these JSSL rules.

AGE GROUPS

Each swimmer's age as of May 31st determines the swimmer's age group for the full season. Children are grouped as follows:

- * 6 and under
- * 7 and 8 year olds
- * 9 and 10 year olds
- * 11 and 12 year olds
- * 13 and 14 year olds
- * 15 through 18 year olds

Swimmers compete against members of their own sex, except for team relays, which must be mixed as follows: 1 boy/3 girls, 2 boys/2 girls, or 3 boys/1 girl.

RESPONSIBILITIES

Swimmers' Responsibilities

Practices:

Swim Team Members are expected to follow all pool rules at all times. Swimmers are expected to help the coaches by putting equipment away after each practice. Swimmers are expected to clean up after themselves and to not leave any of their personal belongings at the pool after their departure. Swimmers are expected to be cooperative with the coaches, and considerate of their teammates at all times. Swimmers are expected to be punctual and to attend practices as often as is practical. Our rule of thumb is to try to attend a minimum number of practices per week as follows: 2 to 3 in April, 3 to 4 in May, and 4 to 5 in June and July. In general, do the best you can.

Problems relating to discipline will be handled by the Coaches.

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Meets:

Swimmers must inform the Coach(s) by Wednesday of each week preceding a dual meet if they are unable to attend that week's swim meet. Coaches will assume all swimmers are attending and will prepare rosters accordingly unless they are notified of an absence in advance.

Because we need to have a swimmer in every age group, in every stroke in order to receive the maximum amount of points, swimmers may be asked to swim a stroke they don't particularly like. Swimmers are expected to cooperate to help out the team.

Swimmers need to check in with the Coach(s) upon their arrival at the swim meet.

Swimmers need to report to the Clerk of the Course on time for all of their scheduled events. Parents are responsible for helping the younger swimmers, (4 to 8 year olds), in getting to their place on time. Older swimmers (9 and above) are responsible for reporting to the Clerk of the Course on their own.

Swimmers need to stay in the team's designated area when not swimming. This will enable the meet to proceed with the fewest interruptions and swimmers to avoid missing events.

Treat your teammates and opponents with courtesy and respect. Give each other encouragement and praise. All adults should be shown respect and courtesy as well.

Swimmers are expected to clean up after themselves, and make sure we never leave a mess at the pools we are visiting.

Keep track of your individual times. They will be posted at the clubhouse after each meet.

The Coaches will handle any and all disciplinary problems.

Parents' Responsibilities

Parents are expected to help the swimmers fulfill the above stated responsibilities. Parents of 8 and under swimmers may need to fulfill most of these responsibilities for their swimmers. It is especially important to help the children get to their swim events on time during the swim meets.

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At least one parent from each swimmer's family is expected to volunteer to work at least one half of each swim meet in which your child(ren) participate(s). Jobs at the meets are fun, easy, and provide an opportunity to get to know other parents and the swimmers. The meets literally cannot run without all of our help! The jobs are listed below:

Jobs at Swim Meets:

Note: The Stroke and Turn Judge, Meet Director, and Referee jobs require JSSL training. All other jobs can be executed successfully with "on-the-job-training". An annual clinic is put on by the JSSL for the jobs with an "*". Saratoga Woods has an annual practice meet to help train parent workers in their jobs prior to the first JSSL Dual Meet.

1. **Announcer (Hosted Meets Only) (1):** Announces the events and heats of the meet.
2. **Clerk of the Course (4):** Responsible for organizing swimmers in correct lane line assignments prior to their event.
3. **Concession Worker (12):** Coordinates purchase of food and beverages for sale at home meets
4. **Event Board Worker (Hosted Meets Only) (2):** Works the event board by changing Events and Heats of Strokes as they occur.
5. **False Start Judge (2):** Judges false starts during relay races only. The proper way to judge this start is to watch the feet of the swimmer leave the block and then look to see if the touch has been made by the swimmer in the water.
6. **Head Table Worker (1):** Oversees all operational activities at the table.
7. **Head Timer (Hosted Meets Only) (2):** Instruct timers from both meets as to how to perform their job. Runs two stop watches at each heat to provide a back up stop watch to Timers who may have a problem getting their watch to work properly in a particular heat.
8. **Meet Director (1)*:** Insure smooth operation of the swim meet according to the JSSL Bylaws.

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9. **Meet Referee (1)*:** Resolve problems and controversies regarding disqualification issues raised during the swim meet.
10. **Recorder (6):** Records each swimmer's time, name, event etc. in a particular lane.
11. **Runner (2):** Takes recorders time slip and any DQ slips to the table workers table.
12. **Starter (Hosted Meets Only) (1)*:** Starts the meet and runs the events with the Colorado Timing System.
13. **Stroke and Turn Judge (4)*:** Looks for correct swimming of strokes – issues DQ (disqualification) slips as appropriate.
14. **Table Worker (12)*:** Records time, figures out official time, records team points, and/or fills out ribbons.
15. **Timer (16):** Times swimmers in one lane along with 2 other timers.
16. **Volunteer Coordinator (1):** Coordinates volunteer jobs and checks in all volunteers at the beginning of each meet.
17. **Equipment Set-Up (Hosted Meets Only) (1):** Set up sound system and start system.
18. **Set-Up Crew (Hosted Meets Only) (4):** Set up furnishings for meet the night before.
19. **Take Down Crew (Hosted Meets Only) (4):** Return furnishings to prepare pool for open swim.

Volunteer Jobs for the Running of the Swim Team:

In addition, there is a list of volunteer jobs that allow parents to help with the administration of the Swim Team. These are task-oriented jobs, and again are essential for the successful running of the swim season. They also provide a lot of fun for the swimmers and their families. See the list below.

1. **Activities Coordinators – Non-Meal:** Organize the following activities: Campout, Movie Day, and Teen Party.

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2. **Activities Coordinator – Meals:** Organize the following three meals:
a) The Practice Meet Pizza Party, b) “Beat Brookside” Potluck, and c) Awards Dinner Potluck.
3. **Garage Sale:** The Garage Sale is a fundraiser for the swim team. This job requires at least one lead volunteer. All swim team families are encouraged to participate by donating items. Numerous volunteers are also needed the day of the sale.
4. **Handbooks:** Update annual Saratoga Woods Swim Team Handbooks for distribution at the Swim Team Practice Meet.
5. **JSSL League Representative:** Attends all JSSL meetings. Fulfills all Saratoga Woods Swim Team responsibilities for the League. Responsible for communication of JSSL information to the Swim Team Directors and/or Coaches as is appropriate.
6. **Team Pictures Coordinator:** Coordinate date with photographer to take pictures as per the published Swim Team Schedule. Help photographer set up and distribute pictures. Pictures should be distributed prior to the first swim meet so parents can wear the picture buttons to the meets.
7. **Statistics:** Calculation of all swimmers’ places, personal bests, and times. Weekly posting of the Saratoga Woods Swim Team Swimmers’ times, places and personal bests at the pool. Keeps Record Board up to date on team records. High point calculations for end of the year trophies. Keep the recorders’ slips for verifications. Provide the Coaches and Swim Team Directors with the weekly score sheets. Prepare annual summary, including relay statistics. Prepare individual swimmer certificates with total swim season times to be awarded to the swimmers after the Awards Dinner.
8. **Swimmer of the Week Program Coordinator:** Work with coaches to award the Swimmers of the Week for all meet weeks in June and July.
9. **Swim Suit Coordinator:** Order, pick up and distribute swimsuits to the swimmers before Swim Team Picture Day.
10. **Swim Team Buddy Coordinator(s):** Pairs up older swimmers with younger swimmers to encourage team spirit and friendship. Coordinator is responsible for setting up the buddy schedule, and the annual ice cream social.

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11. **Swim Team Director:** Ensures the swim meets are run properly, the order of events are followed, scoring is done correctly and all volunteer positions are filled.
12. **T-Shirts, Sweatshirts & Other Clothing Coordinator:** Order, pick-up and distribute t-shirts and sweatshirts, etc., to the team and their families. T-shirts are distributed to the swimmers on Picture Day.
13. **Trophies:** Select, order and pick up trophies to be presented by coaches at the end of the Swim Team Awards dinner. Work with statistics person to determine recipient of high point, runner up and participation trophies.

SWIM TEAM DIRECTORS' RESPONSIBILITIES

The Swim Team Director is the first vice-president of the Saratoga Woods Community Association Board of Directors, in charge of Swim Team Operations. The Swim Team Director publishes a monthly article in the Saratoga Woods Newsletter and a weekly newsletter called the Dolphin News. The Dolphin News informs swim team families of upcoming meet volunteer positions and swim team activities.

COACHES' RESPONSIBILITIES

The coaches will provide an appropriate work out for each swimmer based on their ability and age level.

The coaches plan and conduct weekly workouts that include, endurance training, technical feed back, stroke mechanics, start and turn instruction, and practice opportunities. It is the coaches' responsibility to give as much stroke instruction as possible during a workout. Instruction may be limited at times due to the number of swimmers in the pool or the nature of the workout. Due to the large number of swimmers in the pool at one time, swim lessons are recommended for swimmers interested in, or in need of individualized instruction (see Swim Lessons below).

Coaches attend all swim meets and encourage the swimmers in their events. Coaches give swimmers pointers before the race and give them feedback after the race as appropriate. If a swimmer is disqualified, the coach will explain the reasons for that DQ to the swimmer after the swim meet.

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Coaches determine and distribute "Swimmer of the Week" awards. Coaches award ribbons to the swimmers after each swim meet. Coaches also award the trophies at the end of the year.

SWIM LESSONS

Swim lessons are recommended to those who are interested in, or are in need of individualized attention. Swim lessons may be utilized for beginners through highly competitive swimmers. Swim lessons are available in group or private format. Swim lessons can shave seconds off competitive swimmers' times.

FUND RAISERS

Saratoga Woods Swim Team may have multiple fundraisers each season, as determined by the Swim Team Directors. Historically, fundraisers have been a huge success both financially and socially for the Swim Team. Fundraisers, plus the swimmers registration fees comprise the entire swim team budget. We appreciate everyone's participation in these events.

SWIM MEETS

Our season is comprised of five Dual Meets (between two teams), and the Championship Meet (all teams compete).

Dual Meets	9:00 a.m. to 12:30 p.m.
Championships	9:00 a.m. to 4:00 p.m.

All times are approximate because of varying conditions. You usually need to arrive at least one hour prior to when the meet begins for sign-in and warm-ups.

For 6 and under, 7-8, and the 9-10 age groups, the distance/lap for 25-yard pools is 25 yards for individual events and 100 yards for relays, except for the 9-10 freestyle, which is 50 yards. The 11-12, 13-14, and 15-18 age groups all swim 50 yards for individual events and 100 yards for relays, except 15-18 freestyle, which is 100 yards.

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ORDER OF EVENTS

All butterfly events go first, beginning with 6 and under boys and working up to 15-18 girls. This event will be followed by backstroke, breaststroke, freestyle and mixed relay per age group.

All swimmers are limited to three events and one relay in each dual meet. There are no unofficial swimmers allowed in any event.

MEET PROCEDURES

Food is usually sold at the meets, but you might want to bring your own snacks and drinks. Parents are encouraged to wear their child's picture button and swim club t-shirt to the meets.

Upon arrival, swimmers must check in with the coach and parent workers must check in with the Saratoga Woods Meet Director or Volunteer Coordinator. Swimmers need to stay in or near the area designated for our team. As stated earlier, swimmers need to report to the Clerk of the Course on time for all of their scheduled events. Parents are responsible for helping their younger swimmers (4-8 year olds) in getting to their place on time. Older swimmers are responsible for reporting to the Clerk of the Course on their own.

Suggested items to bring: 2 towels, cap, goggles, blanket, tarp, umbrella, sunscreen, quiet games, sleeping bag and sweatshirt. Please label everything with your name and "Saratoga Woods Swim Team".

After the meet, return to the Saratoga Woods Pool Club lawn area with your lunch for the ribbon ceremony. At least one ribbon is awarded to each swimmer who participates in the swim meet. Ribbons are issued for personal best times, for places one through six and for heat winners or "Coaches Recognition". "Coaches Recognition" ribbons are given out to swimmers ages 12 and under who participated in the meet, but who did not receive ribbons for any of the other events.

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JSSL TEAM POINTS AT DUAL MEETS

First Place Finish	5 Points
Second Place Finish	3 Points
Third Place Finish	1 Point
First Place Relay Finish	7 Points

The winning team at each dual meet is determined by adding up the points given to the place finishers in each event, except in the relay events where only the First Place team receives points and ribbons. No team can be awarded more than 8 points in any one event. The final, or 9th point will be awarded to the team having a swimmer who did not place First or Second in the event. If no swimmer of the opposing team participated in the event, the 9th point will not be awarded.

Even though we award 4th through 6th Place and Heat Ribbons, we do not count these awards as team points for regular dual meet winning teams.

At the League Relay and Championship Meets, points are awarded for the top 6 finishing places. The points awarded are 9,7,5,3,2, and 1 for 1st through 6th places, respectively. Ribbons however, are awarded through 12th place.

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All swimmers receive two points for each dual swim meet in which they swim regardless of finish. All swimmers who finish in the top six places in regular dual meets are awarded points which are used at the end of the season to determine the winners of the Saratoga Woods awards. Any swimmer who participates in the League Relay meet will be awarded an additional 15 points.

The Saratoga Woods Swim Team awards individual points to each swimmer in the following manner (no points are awarded for relays) at regular dual meets.

First Place	7 Points
Second Place	5 Points
Third Place	4 Points
Fourth Place	3 Points
Fifth Place	2 Points
Sixth Place	1 Point

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The greatest number of points that will be awarded to an individual swimmer at dual meet is 23. To earn 23 points at one meet will require that the swimmer finish in First Place in all his/her individual events, i.e., 7 + 7 + 7 + 2.

Individual points are used to determine, at the end of the season, the winners of High Point Trophies.

TEAM TROPHIES

Every swimmer on the team will receive at the minimum, a participation award or trophy. This is as long as they participate in at least two regular dual meets and attend practice on a regular basis. There may be exceptions for six and under swimmers.

Overall High Point and Runner-Up Overall High Point Trophies are awarded to the two swimmers on the team who have earned the most individual points at regular dual meets.

Age Group High Point and Runner Up Age Group High Point Trophies are awarded to the one boy and one girl in each age group who have earned the first and second most points in their age group and did not receive either the Overall High Point or Runner-up Overall High Point Trophies.

LEAGUE TROPHIES

The Championship High-Point and Runner-up High-Point Trophies are awarded following the Championship Meet to the boy and girl in each age group who received the highest number of individual points at the Championship Meet.

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“SWIMMER OF THE WEEK” RECOGNITION AWARD

Swimmer of the Week awards are given on the weeks Saratoga Woods participates in a JSSL Swim Meet. The week begins on Monday and ends after the meet on Saturday. Every swimmer has the opportunity to win this award by fulfilling their responsibilities and having a good attitude.

Since a new week starts every Monday prior to a swim meet, there are many chances to be successful. The first week that a swimmer meets all of the criteria for the “Swimmer of the Week” award, he/she will receive a medal and a prize ticket. Each week thereafter, the swimmer will receive a prize ticket as long as he/she continues to meet the responsibilities and attitude guidelines as outlined below.

Prize tickets can be redeemed at a prize table that will be set up after every meet.

RESPONSIBILITY

1. Attend every practice. No “make-ups” allowed. You must attend your regular workout. If you miss your regular workout you cannot make it up at a different day or time.
2. Arrive on time and stay for the whole practice.
3. Come prepared with cap and goggles.
4. Observe pool safety; walk around pool, hands off lane lines, dive in deep end only, etc.
5. Help put equipment away after practice with a positive attitude.
6. Pick up clothes and towel after practice.
7. Check-in with coaches upon arrival at each meet.
8. Swim in Saturday’s dual meet.

ATTITUDE

1. Listen to the coaches the first time they speak.
2. Cooperate with the coaches and teammates by showing a positive attitude.
3. Do something for the team to make things better.
4. Observe the Code of Honor i.e., do all laps required, don’t walk on the bottom, be honest and respectful to teammates.
5. Cooperate with the Clerk of the Course volunteers during swim meets.

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JUNIPERO SERRA SWIM LEAGUE STROKE AND TURN RULE SUMMARY

The following is a brief guideline to help swimmers and their families understand how strokes and turns are judged during a swim meet. There is a complete instructional handout used to train the stroke and turn judges, which is available upon request. These brief guidelines are provided for general understanding and informational purposes only.

General Rules

These rules apply to all strokes, including **Freestyle**.

1. The swimmer must touch the end of the pool.
2. The swimmer must not pull on the side of the pool or on the lane lines.
3. The swimmer must not push off the bottom.
4. The swimmer must start and finish the race in their assigned lane.
5. Except freestyle, the swimmer must swim the designated stroke throughout the race.

Butterfly

1. The scissors', flutter, or breaststroke ("frog") kick is not permitted. All up and down movements of the legs must be simultaneous.
2. Both arms must be brought forward over the water and pulled back simultaneously.
3. Swimmers must use a two handed touch at the finish of the race.

Backstroke

1. The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or the starting grips. The swimmer's feet including the toes shall be placed under the surface of the water.
2. The swimmer shall push off on his/her back and continue swimming on the back throughout the race.
3. Upon completion of each length, some part of the swimmer must touch the wall. During the turn the shoulders may turn past vertical toward the breast. If the swimmer turns past vertical, such motion must be part of a continuous turning action and the swimmer must return to a position on the back before the feet leave the wall.

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4. The swimmer shall have finished the race when any part of his person touches the wall at the end of the course.

Breaststroke

1. Only one pull down and one kick are permitted prior to the swimmers' head breaking the surface of the water on start or turn.
2. Swimmers must use a two handed touch at the finish of the race.
3. Swimmers may not use a scissors kick, or flutter kick at any point.

PROPOSED CODE OF CONDUCT FOR JSSL

Players and parents are expected to conduct themselves in a manner that shall bring credit to themselves, their team, communities, coaches and families. They shall refrain from any conduct, which degrades, baits, intimidates, or otherwise discredits their opponents or meet officials. Coaches are expected to maintain decorum by showing restraint and composure in the emotional climate of meets and to insist their players conduct themselves in a sportsmanlike manner.

The following behavior is **unacceptable** at all JSSL meets:

1. Berating your opponent's team/club
2. Artificial noise-makers
3. Complaining about officials' calls (verbally or in gesture), except in strict accordance with JSSL rules and bylaws
4. Obscene cheers or gestures
5. Berating opposing players
6. Negative signs