

# CATALINA TERRACE

Membership Handbook  
&

CT MARLINS  
PARENT GUIDE

**Marlins**  
Catalina Terrace Athletic Program



*CT Athletic Program, a 501(c)(3) youth athletics program*

*Spring 2022*

# Catalina Terrace Marlins Swim Team



*Founding Sponsors of CT Athletic Program  
(Having sponsored the CT Marlins for over ten years)*





# Catalina Terrace Swim Team

## The Marlins

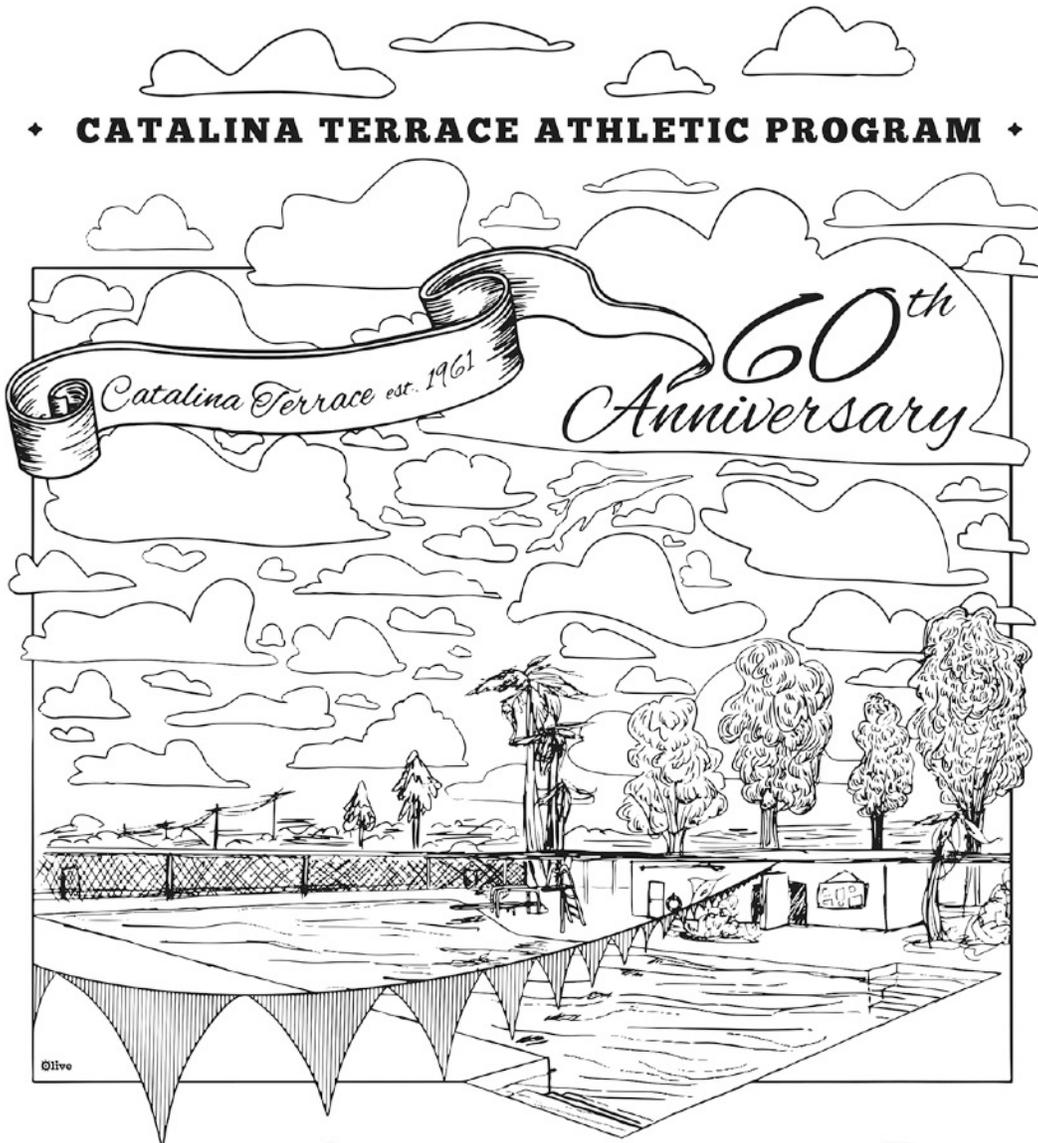
### Parent Guide & Membership Handbook

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✦ **CATALINA TERRACE ATHLETIC PROGRAM** ✦



**MARLINS**  
**SWIM TEAM ✦ 2021**



## The Catalina Terrace Pool

Opened for the summer of 1961, Catalina Terrace Pool celebrated its 60th Anniversary summer 2021.

Catalina Terrace Pool & Tennis was founded by residents in the surrounding neighborhoods of Tucson Blvd & Fort Lowell Road as a classic mid-century Tucson neighborhood association pool. Neighbors came together to write a charter for a neighborhood association, sell pool bonds that were then “attached” to the buyer’s home property, raised funds, hired local architect Kirby Lockard, an internationally recognized architect, professor, author, artist and city planner. They then built the pool with significant labor provided by many of the neighbors themselves, including, so one story goes, a young Katie Dusenberry, who was responsible for the small knoll on the north east lawn, then dubbed “Dusenberry Hill”. Thus the volunteer roots of CT were sewn. They then opened the pool in time for the ’61 summer swim season.

Catalina Terrace Neighborhood Association flourished through the decades with great swim teams, great volunteer families, and great care. Eventually, however, significant pool maintenance issues accrued, and by 2005, the active board realized the aging pool was in need of a complete overhaul in order to stave off eventual total failure. Coupled with this, the CT Marlins Swim Team had already become the major funding arm and focal point of the facility, almost single-handedly supporting the pool.

The CT Board then began a push to convert the neighborhood association to a nonprofit-focused on youth athletics—primarily swimming and tennis—in order to raise the funds necessary to renovate the pool and ultimately the tennis courts, along with all major aspects of the facility. Restructured in 2009 as the 501(c)(3) non-profit CT Athletic Program (and thus retaining our historic, beloved CT label!), our mission is focused on youth fitness, athletics, healthy development and well-being, primarily through swimming and tennis. In addition we are open and supportive to other youth athletic activities.

After a ten-year fundraising effort, the first major renovation—the pool—was completed. We still have ambitions to renovate our tennis facility and institute some form of youth tennis program. Other aspects of the facility have taken turns at repairs, upgrades, and improvements. We continue to respond to our community’s priorities for addressing youth athletics. New parents have joined the board, older families have stepped aside as their kids graduated from the swim team. But more is ahead for Catalina Terrace, with various improvements, modifications and renovations in our sights. We invite you to become an active member of our mission, our board, or just the community that supports and directs the mission of CT Athletic Program’s youth athletics goal.

Over the years the Catalina Terrace Swim Team has been known under various names: The Hot Dogs (1960s & 70s), The Dolphins (1980s?) and the Marlins. Many of our swimmers migrated to the Marlins from other teams in the Tucson valley! Whatever the names of your previous teams, we are all part of the large Marlin family now, and cherish all our heritage. If you were a member of the Hot Dogs, Dolphins or other incarnation you may have swam with, we would love to learn your history and swim experience here at CT.

Opened that summer of 1961, Catalina Terrace is one of the last of the mid-century “neighborhood pools” in the Tucson Valley, an historic property, life-long family destination, and a great place to raise your kids.

### CT Athletic Program Board of Directors

CT Athletic Program is governed by an all-volunteer board of directors giving of their time year-round to guide, maintain and improve the program. Currently our board has eleven seats divided between nine Athletic Directors and three Community Directors. Our directors are individuals who have displayed and/or communicated a desire to become actively involved in the direction, maintenance and support of the team, facility and actions of CTAP.

Community Directors are elected directly by the facility membership, one vote per family membership or individual membership in good standing. “Good standing” means members fully paid in dues by May 31 of the current year. Community Directors must hold an annual membership in good standing.

Athletic Directors are appointed by the board from either the community or swim team families, and are not required to hold an annual membership.



The CTAP Board of Directors is an all-volunteer board. Terms are staggered three year terms. We meet on the second Sunday of most months for an hour or two. The board itself is governed by a set of bylaws outlining the structure, purpose and mechanisms of the board and the organization. The bylaws are available upon request.

## **Volunteerism at CT Athletic Program**

While youth athletics is at the heart and center of the mission of CT Athletic Program, Volunteerism is at the heart of its community. Modeled after several highly successful community all-volunteer, family-participation organizations, CTAP relies solely on the volunteers who step up to make the organization function. Our only paid employees are the coaching staff, summer lifeguards, and some of our older kids for facility and pool cleaning.

While the coaching staff are seasoned, experienced adults, our lifeguards and small cleaning crew are typically made up of teenagers drawn straight from our own community. For many of them this is their first real paying job—another way the program nurtures youth development.

Nearly every swim program in the SAAA is similarly structured as all-volunteer programs. Swim meets require a large amount of “feet on the ground” operations to coordinate the various small moving parts that occur during the meet. None of it could happen without you! Every year the CT Board receives valuable feedback about how the program can be improved, made more efficient or address certain problems, and we work to incorporate as much as possible. However, none of that can happen without commensurate volunteerism at the board and operations level.

In addition to the board and swim meet volunteer work, CT relies on positions we call “Super Volunteers”, a position similar to a committee head or senior manager. Super Volunteers do not have to fulfill regular swim meet functions, and some of the jobs transcend the standard swim season calendar. Numerous such jobs exist; some are fulfilled by board members, many by the community. Details on many of these jobs are in the Swim Team section of this guide.

As a neighborhood facility with 60-plus years of history, much of the business of operating the pool over the years has been lost to local history. We know certainly that parents have always volunteered to run meets and help maintain the place, and that on some occasion pool managers have been paid on part-time bases. But since the formation of CT Athletic Program, Coaches, guards and a few cleaners have been our only paid staff. Catalina Terrace is effectively owned by the community. Like a National Park, the facility is “owned” by us: users/members. Like a park, we need to pack it in, and pack it out. No one is paid to clean up after us. Unlike a country club or commercial recreation center, we shoulder the responsibility to keep the place going, the lights on, the pool full. We must all therefore clean up after ourselves, take care of the property, invest in that ownership we want to pass on to our kids—the next generation.

## **Contact & Communications**

### **Online Presence**

#### ***Website information—CTAPMarlins.org***

The CT Athletic Program’s web presence is [ctapmarlins.org](http://ctapmarlins.org). At our site is a compendium of all things Marlins and information related to the CT organization as a whole. Unlike email, it may not contain all the latest news or updates, but is none-the-less a rich source of information regarding all things CT and The Marlins Swim Team. We recommend becoming familiar with the site and invite feedback on how we can improve. During the season the site receives general updates and news, but not as specific as email communications. At various locations in this guide there will be references to more permanent info available at the website.

#### ***CT Email Correspondence***

CT Marlins Swimming primarily communicates by email. The swim team email is [CTMarlins.swim@gmail.com](mailto:CTMarlins.swim@gmail.com). We recommend you check your email regularly to stay up to date on the swim team events and news. **Please email us if you change your email address.**



Email is the main source of news and information on the team throughout the season, and is critically important to follow.

### ***Social Media***

In addition to our website and email, CT is represented by our mascot, Bill the Marlin at Instagram, Twitter and Facebook. He tries to keep things current, relevant or irreverent and always picaresque (after all, he has fins to type with, and a long bill to interfere). Or maybe he meant “picturesque.” Either way, there’s never any pique, as Bill’s a happy fish. Follow Bill! @billthemarlin. Relevant links are at our website, ctapmarlins.org.

**Questions, Comments, Complaints (or Compliments)** about the swim team, facility or membership should be directed to any board member! Feel free likewise to email the team, or contact us through our website contact page. We’ll endeavour to reply as soon as possible. Any errors, omissions or oversights are never intended, and purely accidental. Please direct any new information, updates or corrections to our contact info at our website, or the email above. Thanks!

### **Who is Bill the Marlin?**

Though we’ve heard rumor and tales of various team mascots over the years, the Marlins moniker seems to have been adopted at some point at least by the 1980s. In 2008, one long-term team family donated a mounted Marlin that had been in their family for decades, a billfish named Bill the Marlin. Marlins are a type of billfish; Bill the Marlin appears to be a Striped Marlin from the Sea of Cortez, *Kajikia audax*. Though he now appears predominantly blue, his original appearance was dark stripes on a green/aqua body, consistent with a striped marlin appearance. Bill has been “rejuvenated” on occasion by super-enthusiastic parents, due to exposure to the elements, and fresh coats of paint have trended more blue. Bill is brought out at every swim meet and hung in his place of honor overlooking the pool and the swift events of the team. We also proudly display our Metal Marlin at our entrance gate, artfully rendered by local metal artist Allen Reilley.

Billfish are so named due to the long, spear-like bill (also called the beak or rostrum) at the fish’s snout. Billfish are amongst the fastest fish in the sea, pelagic apex predators, and Marlins amongst the fastest billfish. There’s a plentitude of information on the internet about billfish, including a remark that swordfish hold the highest speed recorded for any fish. Bill the Marlin is leery of this particular factoid; hard to call out an entire species based on one observation says Bill.

## **Catalina Terrace Facility**

In CT’s 60-year history, families have enjoyed the facility for swimming, tennis, potlucks, picnics and grill-outs. The half-court in the back is always a popular basketball activity. Ping-pong and foosball tables typically occupy the ramadas; board games, card games, and books to grace a small lending library—all donated over the years by earnest families building community. These same families regularly come together to build, maintain and repair the facility as conditions require.

### **Swim Team & CT Fall Swim**

The CT Athletic Program, owner/operators of the Catalina Terrace facility, operates the facility for the primary purpose of youth athletics and healthy youth development. The CT Marlins Swim Team is the current primary beneficiary of this program, along with an often-offered CT Fall Swim program for kids. The Marlins Swim Team runs early April through early/mid July every spring/summer, aligned with the Souther Arizona Aquatics Association (SAAA) summer swim league. Swim practice is every afternoon on school days, often with a weekend morning component (in which case Friday afternoons are dropped), and switches to morning training workouts the day after Memorial Day.

CT Fall Swim typically begins in early August when public school systems (mostly Tucson Unified School District) classes begin, and runs through early October, with swimming several afternoons per week. CT Fall



Swim practices vary yearly based on interested and available coaching, some years with multiple days workouts, some with lighter fewer workouts.

## Membership

For families that are looking for more than just the Marlins Swim Team experience, or those who are just looking for a more private, personal recreational facility than the giant commercial rec centers, CT Athletic Program offers annual and summer memberships for families or individuals, under four different pricing programs (pricing varies over the years to keep up with maintenance and supplies. See current pricing at our website [ctapmarlins.org/wp/members](http://ctapmarlins.org/wp/members)). In addition to swimming and tennis, summer swim lessons for all ages are available most years; annual family members may schedule parties for a nominal fee and reserve a ramada. Outside of scheduled lifeguard hours, or parties of more than 25, a fee for extra lifeguards is required. CT Lifeguards must be present for parties. Other contingencies exist with parties. See the website for party rules and requirements.

## Swim & Tennis

Members in good standing will have one key to the facility. Key Day is the first Saturday in May, and members may pick up their key, pay for their chosen membership level, and if renewing exchange their previous key. Members may swim at any time the pool is available outside of swim team practice and meets, and tennis is available during daylight hours. As we renovated our pool in 2017, CTAP plans a total renovation of its tennis courts to a modern, state-of-the-art day and evening tennis facility, with the intention of a youth tennis program that helps support that endeavour.

## Rules & Regs

Naturally, running a program as large as this requires rules we can all abide by. Additionally, the various licensing authorities impose rules that we must follow in order to even have a pool and bath facility. A Rules & Regulations flyer is distributed to all Facility members and swim team members, and is regularly updated at our website. As a community-supported operation, we rely on each other to keep the facility clean and functioning. Much like a National Park or National Forest, we need to pack it in & pack it out. We are not a country club. We do not have a staff to take care of members. Chairs should be put away, trash cleaned up, showers and faucets shut off. **Young children must be closely supervised, and is required in the wading pool area by their parents or assigned guardians.**

## Lifeguards

CT has guarded evening hours from Memorial Day to Labor Day, with some daytime and party guarded times sprinkled though out. Historically, Catalina Terrace employed lifeguards from among its own community and this tradition continues today. They are charged with enforcing our Rules and Regulations, such that all users of the pool enjoy safe and low-stress recreation conditions, equal access to the facility, and security. Our guards represent the final leg of CT's commitment to youth development, health and well-being, and as such deserve our full support. The decision of the guards is final in all determinations. If a member has a conflict or misunderstanding of the rules, we invite mediation with a supervising board member under calm conditions. **Lifeguards will call Adult Swim every hour**, typically ten-plus minutes before the hour, but not to exceed 15 minutes in any 60 minute interval, to perform required non-guarding duties, checking chemistry, logging notes, and mostly to give them a break. Lifeguarding can be stressful work! Despite famously looking calm and serene under the sun, our guards are ever alert and attentive to conditions in the pool. Our Rules and Regulations have evolved over years of observation as well as adaption of Tucson City Pool Rules. Thank you for your support and understanding of our lifeguards!

## More Volunteering!

Every April, generally on the first Saturday, CT schedules a vast full-morning "Work Day" to clean and repair the entire facility in preparation for the beginning of swim season. This is a required work day for swim team



families, but Members are encouraged to participate as well, to help with the tasks, bond and build community as much as repair the facility. As the pool has no regular maintenance and cleaning staff, that duty falls on us, its users, to clean and repair it for ourselves and community.

This requirement isn't as steep as it sounds: We ask that at least one member of every family contribute two-hours between roughly 7a.m. and noon of weeding, raking and planting, or painting, repairing, building or hauling. If you've some particular skill set that could benefit a particular project, we'd love to hear from you! Coupled with this is an informal "Adopt a Landscape" program instituted in recent years to promote members (swim team and facility alike) to identify a part of the facility and maintain it. Mostly that includes various planters on the property, to be planted, pruned, weeded and generally maintained. It could also include more hardscape portions of the property: irrigation, plumbing, electric. Larger jobs need to be passed through the board, but generally we're eager to see people take "ownership" of the property and feel invested in it.

## **Fundraising**

As expected, this is where we make the pitch for funding. Also as expected, it takes a lot of funding to run an operation like this. As a 501(c)(3) organization, CT Athletic Program solicits and receives tax-deductible donations throughout the year to facilitate the facility, and operate the operation. We receive no government funding, no large scale grants or funding mechanisms. We're all paying for it through dues and registrations.

Requirements for funding include the day-to-day maintenance of the facility: pool chemicals, general bathhouse cleansers, landscape maintenance, minor repairs and fixes, standard utility bills, and other ancillary expenses. Annual expenses are summer payroll of swim team coaches, lifeguards, and twice-weekly cleaning of the bathhouse, and related supplies for swim meets and staffing. Swim team expenses are met by program fees and swim team member's fundraising.

Major expenses are met by our fundraising efforts and include significant large-scale repairs, renovations and improvements to the facility. This constitutes our capital improvements program. The 2017 main pool renovation is an example of our large scale renovation. CTAP continues on-going plans for facility improvement, including renovating the bathhouse & related offices and overhaul of the tennis courts, as well as other aspects of the facility.

CT also offers swim team scholarships for families under economic constraints that may otherwise limit their participation. Scholarships are reviewed by a committee of the board in complete confidentiality. Swim team scholarships helps CT address youth sports for those who may not otherwise be able to participate in summer league swimming.

Sources for funding can in some years include grants, gifts and donations. But in every year CTAP relies on seasonal **Swim Team Sponsorships** and the **Annual Swim-a-Thon**.

### **CT Marlins Season Sponsorship**

Seasonal sponsorships have been an integral channel of funding for the swim team for decades. Different levels of sponsorship are available, and the team makes every best effort to recognize our sponsors and promote their services throughout the year. If you are, or know of, a potential sponsor to our team, please contact us through our website or the team email for further information. We'd love to add your sponsor to our team!

### **Marlins Swim-A-Thon**

Swim-a-Thon has been an annual event since 2014, with great success. Supplanting the typical car wash or door-to-door sales that many youth athletic teams may endure, Swim-a-Thon lets our swimmers do what they do best to raise awareness and needed funds for the pool: Swim! One Saturday morning in early June is set aside for the event that resembles a swim meet, but is so much more relaxed and casual. Kids on the team collect donations typically on a per-lap basis from friends, neighbors and family, maximizing modern social media for contacts and support, and then swim for one hour with their target lap goal in mind. All the while they can catch up with friends, have snacks, receiving prizes for just showing up and attending. Swim-a-Thon has become a powerful



tool and great community success for the Marlins. It takes a lot of people-power to run, and we're always on the lookout for volunteers to help, but Swim-a-Thon is also a very casual, low-key event to enjoy and experience.

Other areas of exploration for funding include annual sponsorship of the facility or team in exchange for larger scale recognition, a grants committee of experienced grant writers, who can target funding for our scholarship and outreach programs. We are always looking for more avenues for revenues. If you have any ideas or insights that can help the organization, we're eager to learn from you. More on scholarships and funding in the swim team section.

## **The Catalina Terrace Marlins Swim Team**

Catalina Terrace opened in the summer of 1961 as a neighborhood pool. CT has always had a swim team and has a strong, proud tennis and swimming history. As one of the last of the "neighborhood pools" Catalina Terrace is a great place to bring up your kids, and many children and grandchildren of original founders have swam—and still swim—here. CT is part of a strong legacy of Mid-Century Mid-Tucson.

### **SAAA Organization**

The Catalina Terrace Marlins Swim Team falls under the governance of the Souther Arizona Aquatics Association (SAAA), headquartered at Amphi High School Pool. SAAA rules govern all meets for all the teams in its leagues, and results in a Championship meet at the end of the season at Amphi High School pool. Though the numbers vary a little over the years, roughly sixteen pools are member-teams of the SAAA, and CT will swim against approximately ten of them. These teams are organized into four leagues of four to five teams each. Invitationals for different swim levels and ages occur on three Saturdays in June, and Championships for teams within leagues occur during the first weeks of July. More information about SAAA can be found at their website, [swimsaaa.org](http://swimsaaa.org). More on the rules of swim meets and championships are later in this guide.

### **Swim Team Registration**

Registration for the CT Marlins occurs over two Saturdays in March. Typically the first or second Saturday, and again two weeks following. SAAA requires a swimmer's birth certificate as proof of age, and requires our team to have on-hand a copy for the season; please be prepared with one if you're a new family—bring a photocopy, not the original. We keep them on file for returning swimmers. Payment in full for the team is required by the second registration. Find our fees for the current year at our website. We typically also have swim suit fitting and ordering available at the first registration date; the fee for suits is paid directly to the supplier, and can be paid that day as well.

CT also offers swim team scholarships for families under economic constraints that may otherwise limit their participation. Scholarships are assessed by a committee of the board in complete confidentiality. We ask applicants to come to first registration and fill out scholarship paperwork and the will hear the board decision within two to three weeks, at or before the second registration date.

### **The Team: *mar*—LINS!!**

#### **Coaching of the Marlins Swim Team**

Coach: "*mar*—"

Team: "—LINS!!"

Coaching at Catalina Terrace is guided by one head coach, coupled with two assistant coaches: an eight-and-under specialist coach and a general assistant coach to both the head and eight-and-under coaches. Parents play a vital role in supporting the coaches' direction and discipline in workout times, nutrition and on-deck responsibilities during meets such as 8&Under Roundup and review of heats, strokes and performance. Parents and coaches alike work together to foster good sports-like conduct, fair play and healthy attitude to competition



and performance. Getting kids to practice on-time, being present during their practice and supportive of their practice is a huge role for parents.

### **Typical Practice Schedule (precise times vary)**

#### **Early April: Afternoon workouts start, M-T-W-Th**

- Private swim lessons w/ coaches at 2:30 PM
- Ages 8 & under from 3:30 - 4:30 PM
- Ages 9-12 from 4:30 - 5:30 PM
- Ages 13 and over from 5:30 - 6:45 PM

#### **First-following Saturday begins Saturday Morning Workouts**

- Ages 14 and over from 8:00 – 9:15 AM
- Ages 10 – 13 from 9:15 – 10:15 AM
- Ages 7 – 9 from 10:15 – 11:15 AM

#### **Post Memorial Day Tuesday: Morning workouts start, M-T-W-Th-F**

- Ages 15 and over from 6:15 – 7:30 AM
- Ages 12-14 from 7:30 - 8:45 AM
- Ages 9-11 from 8:45 - 9:45 AM
- Ages 8 & under from 9:30 - 10:30 AM (stretches @ 9:30)
- Private swim lessons w/ coaches at 10:30 AM

**Note: Annually we have approximately 140 to 150 swimmers. Some swimmers may swim up or down in time slots depending on their ability. This will be worked out with the coaches during the early weeks of practice.**

### **Private Swim Lessons with the Coaches**

The coaches will provide fee-based private or group half-hour lessons for swim team members, outside of regular practice hours. These lessons need to be arranged with the coaches.

### **Marlins Swim Meet Schedule, SAAA Invitationals & Championships**

Swim meets come in different varieties: Dual Meets (two teams at one pool) are our standard meets across leagues. Occasionally we have Tri-Meets (three teams). Invitationals and Championships are multi-team meets. Regular Dual Meets are held on Tuesdays and Thursdays with a 6:00 pm start time. Occasionally we have one Tri-Meet per summer, sometimes on a Friday night, at another larger pool (away meet). Swimmers need to be at all meets, both home and away by 5:00 pm, unless otherwise indicated by the coaches. A posted sign or emails from coaches/team will give any changes or updates if required.

SAAA Invitationals and Championships are typically set earlier in the year and posted at their website and included in our schedules. More on those topics below in this document.

**Current season practice and meet schedules are online at [ctapmarlins.org](http://ctapmarlins.org) and also posted at the pool. A schedule will be emailed to all swim team families as the season develops.**

### **Sign-In/Sign-Out Book**

Sometimes families cannot be at swim meets—vacation, personal plans, emergencies. To help the coach build the swim roster for each meet, a binder will circulate and be available at the pool during practices: **The Sign-In/Sign-Out Book**. (Sometimes called the vacation binder/book.) The coach refers to this binder for each meet, each invitational and championships to build the complete roster for the team for a given meet. For regular meets, we SIGN-OUT if we cannot attend. For invitationals and championships, we SIGN-IN when we know we are attending. This is a critical tool for the coach to know who is available to swim in a meet. If your child will NOT be at a regular given swim meet, you must sign your child OUT of that meet, otherwise your child will



be expected to attend and swim. If you plan to attend an invitational or championships, you must SIGN-IN for the strokes your child wishes to swim. (\*\*NOTE: There is a small fee for invitationals and championships, but that is included in your original swim team registration fee. The team expects all team members to swim invitationals and championships, but we also know this isn't always practical for all family summer schedules.) The Sign-In/Sign-Out book and process is particularly critical for relays, when the child is a member of a four-person team.

### **Helpful Tips for a Happy Swimmer**

1. Kids should attend as many practices as possible. Swimming is a strength sport; the more practice your child gets in, the better swimmer they will become.
2. Attend practices with your kids as much as you can! Particularly younger kids. There are a variety of reasons behind this, but the most important reason is your child's response to your commitment and support of this endeavour. Swimming can be taxing, draining, particularly at first, and we as parents cannot be too supportive and positive about our kid's efforts in this process.
3. Don't judge or compare your child to other swimmers. Healthy competition is great and should be encouraged, but not to the detriment of their own efforts.
4. Cheer for all the swimmers from all the age groups. Reinforce that your swimmer is part of a team. Encourage your swimmer to cheer for teammates and make special posters for their buddy.
5. Cheer them on. Let your swimmer know you are happy to be there watching, and that, win or lose, you are proud of them.

**You are a role model.** Your child is watching you. How you react and behave at the meets is how your child will learn to react and behave as well. Learning to be sporting, having a sense of fair play, gracious accomplishment regardless of wins or losses, regardless of achievement, goes further to a child's social and emotional maturity than win-at-all-costs behaviour. Be a great teacher.

### **Swim Buddies**

Early in the season the coaches will develop a list of swim buddies, assigning each younger swimmer an older buddy. Some years a few seasoned parents may aid in this process. The idea behind buddies is that the swimmers will meet other swimmers whom they may or may not have had the opportunity to befriend. Buddies are usually selected from extreme age groups so that very young swimmers are paired with swimmers from older age groups.

Buddies will do different supportive things for each other during the meets and championships. Treats, expensive gifts or shopping is not the intention behind the buddy system, but friendship, good sporting behaviour, and even some mentoring can come from it. Home-made craft-gifts, cards and posters are common and successful buddy gifts. This is a long-standing tradition at CT, and long standing friendships have come of it. CT stresses the importance for parents to provide encouragement for the buddy system. A swimmer who is neglected by their buddy is an unhappy swimmer.

### **Volunteer Responsibilities**

**Regular Volunteer Jobs-** With the exception of the coaches and lifeguards, all workers at swim meets are volunteers. The swim team could not succeed without its volunteers. **For home meets we require families work a minimum of 3 meets, or volunteer for another organizational volunteer position in place of the meets.** Included in this packet is a list of jobs for each home meet. One Super-Volunteer position is coordinating all the volunteers for the swim meet positions. Contact a board member for more information on this.

**Workday-** The first Saturday in April is reserved for the annual CT Community Workday—two hours of your time (per family!) between roughly 7a.m. and 11a.m. or noon to weed, repair, paint, sweep, plant, and generally reinvigorate the entire facility after its winter idle. Catalina Terrace is always a spectacular oasis the afternoon after Workday! Its beauty is only rivaled by thoughts of cookouts at CT with friends in the early evening!



**Super Volunteer Jobs-** Super Volunteers are special positions that require a little more commitment than the swim meet volunteer jobs. Some SV positions may span the swim season, some may span the year and seem to blend with board jobs. Indeed, some board members take on super volunteer jobs. Some are shorter term, but still require a higher level of commitment. As such, those that take on a Super Volunteer position are exempt from the three-meet volunteer jobs requirements. More on Super Volunteers later, and also scattered throughout this guide.

**Home Meets-** Home meets are any meets that CT hosts and that take place at our pool. There is a lot of work that goes into a successful home meet. The following positions need to be filled for success to occur:

- **Snack Bar Donations-** All families are required to donate 2 food items for the snack bar. You should have already signed up for these food items online sometime in May after the system is live. The online system has the menu of available items for donation, and is first-come, first-served. You will be getting email correspondence alerting you the the system is live, and asking for donations if you have not already signed up for donating 2 items.
- **Snack Bar Workers- 8 workers per meet.** Working behind the snack bar is also one of the volunteer jobs. Snack bar volunteers are responsible for setting up, working, and cleaning up the snack bar during the meet. The early staff need to arrive by 5pm; sometimes the snack bar operates in shifts. When your swimmer is getting ready for their event, there should always be enough workers to cover so you can zip over and watch!
- **Meet Set-Up- requires 4** volunteers arrive before the meet- 4:30 works well- to set up equipment, chairs, PA system, the computer/printer, etc. The benefit to this job is that these people don't work during the meet so they can freely watch their swimmers perform.
- **Timers- 2 per lane**, five lanes means ten timers per meet. Job responsibilities include using the digital stop watch to record the swimmer's time and recording it correctly. Timers must meet with the meet organizer at 5:30pm for instructions. Timers have the second best view of the races.
- **Head Timer- 1 per meet.** Head timer starts two watches at the beginning of each race and is available if any of the regular timers needs a replacement watch.
- **Lane Judge- 1 per meet.** Sits with head timer on side of the pool and keeps track of placing for each heat. The best seat in the house.
- **Runner- 1 per meet.** The runner collects the timer's papers and lane judge decisions, staples them in lane order and takes them to the computer.
- **Computer- 2 people per meet.** One inputs the results while the other reads them off; prints stickers to apply to the ribbons by the:
- **Ribbons- 2 people per meet.** One places the stickers on the ribbons as they come from the computer and the other files the ribbons in the swimmers' files.
- **Meet Coordinator- 1 person per meet.** The Meet Coordinator is a most senior position, someone with long background with the team & coaches, and experience with all the volunteer positions ensuring the volunteers and lifeguards are in place and have what is needed such that the meet is safe and a success. The Meet Coordinator pretty much makes sure everything is in place before for the start of the meet, that the timers are all trained & in position, the coaches have everything they need to execute the meet fairly, efficiently and successfully. The Meet Coordinator ensures the meet is compliant with all SAAA rules, and the meet runs fairly, on time and in a manner the represents the proud reputation of CT & the Marlins Swim Team.
- **Starter- 1 per meet.** The starter also combines heats where possible and starts each race.
- **PA Announcer-** The announcer begins the meet with the national anthem. After the start of each race, the announcer identifies swimmers in each race. The announcer also informs the crowd of any scoring developments, raffle drawings, snack bar availability, etc.



- **Stroke and Turn Judge- 2 per meet.** One stroke and turn judge stays on either side of the pool and watches the race. It is the S/T judge's decision if a swimmer has violated any style rules- illegal kick, illegal turn, etc. Only the S/T judges have the power to disqualify a swimmer.
- **8 and Under Helpers- 2 parents per meet** (including away meets). Parents help gather up the younger swimmers and get them to their races on time.
- **Clean Up- 4 workers per meet.** This goes swiftly. After the party someone has to clean up!

### Super Volunteers

We also have some fantastic parents that just need more of that CT experience and offer (some are coerced) to do volunteer work that is above and beyond the call of duty. Think of Super-Volunteers as experienced managers of other jobs, or single special-purpose jobs that have some training behind it. **Super Volunteers Positions are:**

- **Volunteer Coordinator (1)** Manages the online volunteer system and ensures families are meeting their required volunteer commitments; makes sure jobs are covered at meets.
- **SAAA Liaison, Championships Official, & Stroke & Turn Judge (2-3)** Works with SAAA in the off-season to schedule swim meets; works with coaches and staff/board on coaching and swim meet logistics, management. Works with volunteers to train and know requirements for meet judging.
- **Swim Meet Stroke & Turn Judges (2)** Monitors swimmers at meets for proper stroke, turns, touches, starts and finishes.
- **Snack Bar Coordinator (1-2)** Oversees the entire snack bar operation; knows the inventory of foods and equipment, knows and supervises the proper set-up of the snack bar and break down at the end of the meet.
- **Swim Meet Computer Operations (2)** Oversees the training and operations of the meet data entry during meet of times/lanes/swimmers
- **Fundraisers (2-3)** People enthusiastic for and perhaps experienced in writing grants, approaching funding organizations, organizing funding potentials to match CTAP needs.
- **Team Spirit/Party Crew (2-3)** The CT Marlins Party Crew sets up for regular party events through the swim season: Movie Night (at least one, sometimes two), Pasta Night (pre-Championships), Awards Night (post-Championships), and also some irregularly scheduled events that have happened through the years. The know how to party! This position historically worked to promote and manage age-group parties, buddy events, and older swimmer over-night camps on-site. Those were tough days!
- **T-Shirts Coordinator (1)** This person works with the board, the t-shirt artist, the printer, and sponsors to coordinate the teams t-shirt order, receive delivery, sort and deliver the shirts. Shirts must be delivered to the team right after Memorial Day for the first meet, so that all team members have fresh clean shirts for PhotoDay the first Friday of morning swim.
- **PhotoDay Photographer/coordinator (1-2)** This person is preferably an experienced photographer capable of suppling and working with large lights for the team picture and individual portraits of team members who elect that product. The photographer works with the board The photo is made on the first Friday morning after Memorial Day, set-up starting at 6a.m. Risers for the team to stand on, shade and lights are part of the traditional set-up. Numerous volunteers and lifeguards (paid) are recruited to meet at 6am to help with this. Make up shots are within about ten days during morning practice. Consult with a board member to learn more.
- **P.A. Swim Meet Announcer (1)** Announces events and swimmer's names at each meet. Spins tunes in between announcing and emcees any special event during the meet. May also emcee the mid-meet Kind Swimmer award presented by the coaches. May emcee the Swim-a-Thon! Similarly to any swim meet.
- **Swim Meet Starter (1-2)** Starts each race event with the starter machine and call to the blocks.
- **8&Under Roundup (home meets) (4)** Works with the 8&Under coach and other parents to ensure the younger swimmers are organized for their events, both individual and relays.



- **8&Under Helpers (away meets) (2–4)** Very similar to the above for home meets

CT is always looking for dedicated super volunteers, and is always reviewing positions with an eye to improving the system and focusing resources. New positions suggested include a “Coaches’ Clerk” to learn the Meet Manager software side of the job, Pool and Facility manager to keep the place functioning year-round, and others. If you are interested in working with us and taking on or learning about any of these positions, please contact a board member!

## **Away Meets & Directions to Other Pools**

**Swimmers MUST get to the meets on time—this is very important. We are only allotted 30 minutes of warm-up time for the entire swim team so it’s important we don’t lose this time by arriving late, past our designated warm-up time.**

Some of our competitor pools are a lengthy drive across town. Please familiarize yourself with the locations and distances to other pools so that timely arrivals occur, and swimmers are not stressed. Maps are easy to obtain on the web or mobile phone using pool addresses, and our web page has complete addresses, links and directions to each away-meet pool at:

[ctapmarlins.org/wp/marlins-swim-team/away-meets-locations/](http://ctapmarlins.org/wp/marlins-swim-team/away-meets-locations/)

## **Fundraising**

Fundraising is the key to sustaining the CT pool. As a youth athletics non-profit, we seek several avenues for fundraising and grant opportunities. If you are a person with experience and knowledge in the non-profit sector, understand grant writing processes and the non-profit funding networks in Tucson, we’re looking for you! Please look for fundraising opportunities and announcements throughout the season. Your support in fundraising efforts is vital. The biggest regular tools in our fundraising efforts are seasonal Swim Team Sponsorships and the Swim-a-Thon (since 2014).

### **CT Season Sponsorship**

As noted earlier in this guide, we are always looking for seasonal swim team sponsors. Seasonal sponsors underwrite swim team operations with their support, and in return we display their names in our meet programs, t-shirts and depending on the level, with banners at each meet. Additionally, sponsors are carried on our website year round. Those sponsors active in social media may find mentions and display there. Please talk with a board member if you are interested in a sponsorship or have a good lead.

**Important to note: almost all of these sponsors are CT families and we sincerely hope you will consider them first for your services or goods!.**

**Thank you Sponsors!**

### **Swim-A-Thon**

The Swim-a-Thon, outlined earlier in the guide, is our sole fundraiser activity, so its impact is quite significant. One hour of swim per teammate during the event in early June, spread across the size of our team, can add up to a monumental sum given a family’s personal intent on gathering pledges. As a 501(c)(3) all donations are tax-deductible. The Swim-a-Thon relies heavily on parent involvement to move the levers and gears of the event. If you feel you’re up to a novel community experience and want to help drive this thing, get in touch!

## **Photography & Social Media**

Photography at swim meets: We certainly encourage plenty of photography of our team in action. These are the days you’ll remember poolside as your children grow. You may photograph your child at meets and practice. Your choice to post your children to social media is a family decision, but posting images of other children requires parental permission of any other swimmers (ask the parent, do not ask the child) before you post and tag anyone. We have several families who do not allow media access or images of their children to be taken or posted and all families must respect this. CTAP requires a photo/media release granting or withholding this



permission at registration. CTAP itself is very reserved in posting immediately recognizable children's images without direct parental permission for specific postings.

## **CT Marlins Swim Records**

Many families and their swimmers engage in summer swim for the social and physical health of swimming, and enjoy their time spent with friends, learning opportunities of working for a team, caring for a community, and taking on new responsibilities. But some swimmers are looking for the high-order challenge of competitive swimming. Swim records help swimmers set targets, goals, see what's possible, and determine how much effort and work to invest to make that happen.

Catalina Terrace Marlins' swim records are displayed at the pool and website. After the swim season, our best efforts are made to update the record sheets accurately, and reflect what CT Marlins are capable of, for those swimmers that wish to push to higher levels of competition. Our records are sourced from SAAA run events at the Amphi Pool: Invitationals and Championships. They are published at both the pool and online.

## **SAAA information**

As introduced above, the Catalina Terrace Marlins Swim Team falls under the auspices of the Southern Arizona Aquatics Association (SAAA, [swimsaaa.org](http://swimsaaa.org)), headquartered at Amphi High School Pool. SAAA rules govern all meets for all the teams in its leagues, and results in a Championships meet at the end of the season at Amphi High School pool. Sixteen swim teams across as many Tucson area pools are member-teams of the SAAA, and CT will swim against approximately ten of them. This number may fluctuate year-to-year as team organizations change, but it centers on those numbers. These teams are organized into four leagues of four to five teams each, and regular season meets will have all teams swimming across all leagues. Invitational Swim Meets for different swim levels and ages across all leagues occur on three Saturdays in June, and Championships for teams within leagues occur during the first weeks of July. More information about SAAA can be found at their website, [swimsaaa.org](http://swimsaaa.org). More on the rules of swim meets and championships are later in this guide.

### **SAAA Swim Records**

SAAA has done a great job of keeping track of record performances over the years. As stated above, CT relies on these official records for Marlins Swim Team record times.

### **Some SAAA Rules**

This is by no means a comprehensive list of the SAAA rules. For complete information you may visit the web site [www.saaa.org](http://www.saaa.org) or ask one of the coaches to see a rules book.

For Dual Meets:

- A swimmer may swim 3 individual events and 2 relays per meet.
- Points at a dual meet are awarded for first through third place (5-3-1) in individual races and relays score first and second place (7-3). Each team can only score once in a relay. Points are awarded for the first heat only. Swimmers in additional heats will be awarded ribbons but not score points for the overall team point total.
- Swimmers may "swim up" in age group in dual meets but may not swim up in championships.
- Swimmers 8 years and younger swim 25 yards (one length) and all other ages swim 50 yards (2 lengths) per race.
- The order of events is the Medley Relay, Butterfly, Backstroke, Breaststroke, Freestyle, and the Free Relay. 6 and Under exhibition backstroke and freestyle often vary where they are fitted into the schedule.  
Some teams rearrange these events to accommodate letting these younger swimmers leave early. 6 and Under swimmers may or may not swim in relays.



- Relays and the order of swimmers:
  - The Team Medley Relay—**Backstroke**, **Breaststroke**, **Butterfly**, and **Freestyle**.
  - The IM (Individual Medley)— **Butterfly**, **Backstroke**, **Breaststroke**, and **Freestyle**.  
The IM is available at the invitationals only.
- At invitationals, swimmers may swim in all four individual events.
- No swimmer can swim in a meet until their paperwork is officially stamped and returned to the coaches. Coaches are required to have this paperwork on deck at all times.
- A swimmer must compete in three official meets (individual events) to be eligible for the championship meet. This can include three dual meets or two dual meets and one invitational.
- Swimmers may not switch lanes during any race- during individual and relay races, all swimmers must remain in the lane in which they begin.
- **Code of Conduct**- swimmers, coaches, officials, and parents must behave in a respectful, appropriate, responsible, and safe manner at all SAAA events. This code of conduct includes language as well as actions. Alcoholic beverages are not permitted at SAAA sanctioned events.

## **SAAA Championships and Invitationals**

Championships and Invitationals are all held at the home base of SAAA: Amphi Pool! This is a large, long course and short course (i.e., Olympic sized) pool, with eight competitive short-course lanes on the west side, and eight more warm-up lanes on the east, and a diving well in between. Not only is it a huge pool, but an ocean of concrete soaking up the sun. The days can seem long, and they start early. Not to worry though! We are Tucsonans! Keep your ice chest full of cold water and snacks, let the kids indulge in the broad social aspects of deck life: pack games, a deck of cards, books and comics, and relax as you sweat your brains out under 110° blue skies! CT always packs canopy tents and we encourage parents to arrive extra-early to help set-up a “camp site” for all our swimmer families.

### **SAAA Invitationals Information**

The Invitational Swim Meets allow kids the opportunity to test their skills in a larger competitive setting, and get used to the form and flow of how Championships will operate at the end of the season. These are particularly useful for new and younger swimmers to get used to the long days on deck, couple with the frenetic energy released during competition! CT encourages ALL swimmers to attend, build their experience, comfort level and learn deeper approaches to their swim progress. The cost of attending invitationals is included in your registration. Invitationals are three Saturdays in June, and begin in the with morning warmups around 7am. Look to the season schedule for specific times and dates.

**9-18 Invitational**—Sat, Early June @ Amphi; entries due the week prior

- To qualify for this meet swimmers must swim faster than qualifying times for their entry events. See the SAAA link below for info.

**Desert Rat Invitational**—Sat. Mid June @ Amphi; entries the week prior

- To qualify for this meet swimmers must swim slower than threshold times for their entry events. See the SAAA link below for info.

**8&Under Muppet Meet**—Sat. Late June @ Amphi; entries the week prior

- This meet is for all 8&Under swimmers

Information about all these meets can be found at the SAAA website: [www.swimsaaa.org/events.htm](http://www.swimsaaa.org/events.htm)

### **Championships Info**

Championships span two days (and 2 long days!). The first day are the preliminary qualifiers as well as the finals of the medley relays. All prelims for individual events (except exhibition Six-and-Under freestyle). First day championships are 8am to about 12:30pm to 1:30pm. BUT! Warm ups begin at 6:30am therefore swimmers



need to arrive at 6:30am. The second day of championships is in the evening and consists of exhibition Six-and-Under freestyle, the finals for all individual events and the freestyle relays. Warm ups for finals begin at 4:00pm and the meet starts at 5:00pm. Swimmers need to arrive by 4:00pm. For both of these days, there is a snack bar available but we suggest bringing an ice chest with lots of cold drinks/water and snacks. Summer in July in Tucson on a hot pool deck requires lots of liquids to keep the swimmers and parents healthy. Also, use lots of sun screen before and during the meet.

### ***Championships Job Descriptions***

In addition to the jobs identified above, there are a few extra positions at the invitational and championship meets. **All teams are required by SAAA to participate in these jobs, so expect a call for volunteers for these positions.**

- **Timers-** Just as for regular dual meet timing: two timers, except Amphi pool uses a touch pad for the swimmers to finish. One timer uses a regular stop watch, the other uses the touch pad system. We must provide at least two timers for one lane throughout the meet, but we're free to work that in shifts of multiple timers. Coolest, shadiest and best view in on deck!
- **Stroke and Turn Judge-** As with regular meets.
- **Marshal-** the marshal stands at the entrance to the starting deck and maintains crowd control. The marshal allows one heat to enter at a time to keep the number of swimmers behind the starting blocks under control.
- **Awards-** the same as "ribbons" for a dual meet.
- **Blanket Judge-** the same as a lane judge except the blanket judge watches all 8 lanes.

### ***Pre-Championships Pasta Party***

Before championships CT hosts a traditional to have a pot-luck pasta dinner at the pool for just the swimmers and coaches, to get in the spirit of the competition and to get our swimmers ready. This is not a swim party—we need swimmers to be well-fed, psyched-up, and rested! Look for this information as championships get close.

### ***Post-Championships Pizza Party***

After the second night of championships, CT swimmers and parents meet at a local pizza parlor to celebrate the season and our overall finish in the league. The party this season will be located at (to be announced) and will immediately follow the meet.

### **Awards Banquet**

The end of the season awards banquet will be at CT a day after the championship meet. The banquet is pot luck and all members are encouraged to come early, swim, eat hearty, and celebrate the season. All swimmers will receive their awards at this banquet.

## **Conclusion**

Bill the Marlin cannot believe you read through this entire document! He wishes he did not have to write through the entire document... typing with fins is a true challenge, then there's this problem of the Marlin's bill getting in the way.

CTAP and the Marlins are glad you've chosen our team and pool to spend your summers with. You're now part of a proud community, celebrating 60-plus years of continuous swim in the year 2022. If there's something missing from this guide you'd like to see included, or if some information seems out of whack, please contact any board member, or email the team with your thoughts and ideas. Naturally, if you've been so moved to join us in directing the future of CT, please feel welcome to attend any board meeting and consider joining us at that level!

Thanks again, and see you around the pool.

*(CT Marlins Parent Handbook 2022v2)*