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# CLERK OF COURSE

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# CLINIC

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August 24, 2018

# WELCOME



- The goal of any competition volunteer or official is to contribute to a fair, safe and positive competitive environment
- The goal of this clinic is to:
  1. Continue to develop a foundation for your skills as a swimming official
  2. Provide you with an enhanced understanding of the rules of the Clerk of Course
  3. Develop and understand for the role and key duties of the Clerk of Course

# PREFERRED PREREQUISITES



- A general interest in the sport of swimming
- An interest in the fair conduct of sport
- Practical experience as a timekeeper across a range of competitive levels

# THE PROFICIENT SWIMMING OFFICIAL



The proficient swimming official is a judge of the competition, not the rules.

- The swimming rules must be followed. The official who has standards that differ from those set down in the rulebook may leave themselves open to having their decisions challenged by coaches and the referee.
- Following the rules puts a stake in the ground that tells everyone concerned with the competition that the decisions will be made in a fair and equitable manner against a known standard.
- The official's job is to uphold the rules by applying them equitably and communicating their interpretation effectively

# THE PROFICIENT SWIMMING OFFICIAL

(cont'd)



- As an official, an individual must operate from a strong base. That base is made up of two factors – one is the authority of the rulebook and the other is the basic philosophy that the officials conduct the competition in accordance with the rules.
- Each time a rule and the purpose of that rule are explained, the rule becomes easier to accept. Rather than hiding behind the statement "It's the rule", an official should explain why there was a violation so the official does not appear to be arbitrary.
- While the rules of swimming are clear, their application may differ slightly based on the level of competition.

# QUALITIES OF THE CLERK OF COURSE



- Attention to detail: to avoid mistakes and complete all tasks in allotted time under a certain amount of pressure (sometimes).
- Courteous: to work with a variety of people as a team and communicate effectively. Often the first contact at a competition for the coaches.
- Exact: to transfer appropriate and correct information.
- Efficient: to delegate tasks appropriately and avoid duplication of work.
- Methodical: to avoid omissions.
- Patient: to maintain a semblance of calm.



# CLERK OF COURSE DUTIES

# OVERVIEW FOR THE ROLE OF CLERK OF COURSE



- Responsible for organizing and marshaling the swimmers on deck, seeding or reseeding heats and if instructed by the Referee, may combine heats where there are empty lanes.
- Inform swimmers of their event, heat and lane assignments by handing out cards or posting heat sheets and updates to heat sheets as required.
- Be organized and consistent in the information provided to coaches, swimmers and support staff.
- Many of the job functions of the Clerk of Course are completed through Meet Management software such as Hy-tek or Splash therefore not all responsibilities are manual in nature.

# ROLE OF THE CLERK OF COURSE DURING THE WARM-UP PERIOD



- You may be greeting the coaches and receiving scratch forms, giving them heat sheets and relay sheets, if applicable. You may also collect the team entry fees.
- This is your opportunity, as Clerk of Course, to remind coaches of these important items:
  - scratch deadlines for the session when applicable.
  - scratch deadlines for finals when applicable.
  - deadlines to submit relay names when applicable.
  - deadlines for positive check-ins when applicable.
  - receive all information and treat appropriately.

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



**SW 2.4.1** *The Clerk of Course shall assemble swimmers prior to each event.*

- Assemble swimmers for novice or development competitions in a marshaling area
- Assemble swimmers behind the blocks at the appropriate time for their race

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



## **GR 6 ADVERTISING**

**GR 6.1** *Identification in the form of logos on swimwear, i.e. swimsuit, cap and goggles, and pool deck equipment, i.e. track suits, official's uniforms, footwear, towels and bags, is permitted in accordance with regulations established in the By-Laws (BL 7). A two-piece swimsuit shall, in relation to advertising, be regarded as one. The name and the flag of the country of the competitor or the country code shall not be regarded as advertisements.*

**GR 6.2** *Body advertisement is not allowed in any way whatsoever.*

**GR 6.3** *Advertising for tobacco, alcohol or sports-related betting is not allowed.*

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



**SW 2.4.2** *The Clerk of Course shall report to the referee any violation noted in regard to advertising (GR 6) and if a swimmer is not present when called.*

- Notify the referee through the established procedure should swimmers be in violation of the advertising rules
- Notify the referee through the established procedure should a swimmer fail to show up at the appropriate time whether to the call room or behind the blocks depending on the level of the meet

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



## **CSW 2.4.2.1**

- a) *Shall be responsible for “checking in” swimmers at the marshaling area prior to each event;*
- b) *Shall have control of the swimmers from the time they are “checked in” until they are turned over to the referee;*
- c) *Shall have full charge of the working deck insofar as control of the swimmers is concerned. He/she shall report un-disciplinary acts to the referee and shall make an infraction report to the referee of any swimmer who engages in an un-disciplinary act while under his/her control;*

# POSITIVE CHECK-IN IN ACTION



- The positive check-in is used to assure swimmers are present for an event. The penalty for not confirming one's presence by the deadline is stated in the meet information and/or technical bulletin.
- The positive check-in is used for longer distance events and finals.
- The positive check-in allows us to confirm that all finalists are present and we will most likely not need to call an alternate. It is also extremely useful when running B finals prior to A finals.
- Generally the session heat sheet, check-in sheet or event entries are posted on the Clerk of Course table where swimmer and/or coach are asked to initial or check that the swimmer is intending to swim.

# POSITIVE CHECK-IN IN ACTION



Swim Ontario

HY-TEK's MEET MANAGER 7.0 - 2018-01-30 Page 1

## Ontario Junior International 2017 - 2017-12-15 to 2017-12-17

### Check-in Report

Session 5 Sunday Morning - Prelim - Day of Meet: 3 - Starts at 09:30 AM  
18 & Under Event List - Women

Event 35 Women 18&U 800 Free Finals - 35 Entries

35	Name	Age	Team
2/1.....	Armstrong, Jillian	16	ESWIM
2/3.....	Bellio, Katrina	13	ESWIM
2/9.....	Bougie, Alexandra	18	UL
2/4.....	Davidson, Rosalie	17	NN
4/1.....	Ferguson, Alexia	15	PCSC
3/3.....	Free, Ava	16	CASC
3/2.....	Froh, Zoe	15	HYACK
1/7.....	Hayabuchi, Mizuki	16	SAGAM
3/0.....	Hébert, Marie-Ève	16	CNQ

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



## **CSW 2.4.2.1 (cont'd)**

- d) Shall have the authority, if instructed by the referee, to scratch swimmers who fail to report to the marshaling area when their heat or event is called for marshaling;*
- e) Shall seed swimmers in deck-seeded meets, inform swimmers of their heat and the lane assignments, and distribute time cards;*
- f) In pre-seeded meets, he/she may be given the authority by the referee to combine heats and move swimmers from one heat to another.*

# RULE 2.4.2 IN ACTION



## Scratches:

- When receiving scratches for the session transcribe information into a "master" heat sheet that will serve the Clerk of Course to convey information to the referee(s) and other officials including the meet office.
- When receiving scratches at a competition with penalties for late scratches remind coaches of need to pay penalties (if required) by the established deadlines.
- When receiving scratches for a later session, file the scratch to be actioned in the "master" heat sheet at a quieter moment.
- When receiving scratches for the whole competition be certain to treat those of the current session immediately.

# RULE 2.4.2 IN ACTION



- Scratches:

 SCRATCH FORM  
FORMULAIRE DE FORFAIT  
PRELIMINARIES/PRÉLIMINAIRES

Name  
*Nom* \_\_\_\_\_

Club  
*Équipe* \_\_\_\_\_

Scratch from Event  
*Le forfait de l'épreuve #* \_\_\_\_\_

Stroke  
*Nage* \_\_\_\_\_ Distance \_\_\_\_\_

(Print) name of authorized person submitting request  
*Le nom (en lettres moulées) de la personne autorisée à soumettre le forfait*

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Time/Heure \_\_\_\_\_

 SCRATCH FORM  
FORMULAIRE DE FORFAIT  
FINALS/FINALES

Name  
*Nom* \_\_\_\_\_

Club  
*Équipe* \_\_\_\_\_

Scratch from Event  
*Le forfait de l'épreuve #* \_\_\_\_\_

Stroke  
*Nage* \_\_\_\_\_ Distance \_\_\_\_\_

(Print) name of authorized person submitting request  
*Le nom (en lettres moulées) de la personne autorisée à soumettre le forfait*

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Time/Heure \_\_\_\_\_

# RULE 2.4.2 IN ACTION



NAME OF MEET		HEATS/FINALS/TIMED FINAL (pick one)				DATES OF MEET			
<b>SCRATCH FORM :</b>					COACH				
NAME	AGE	CLUB	EVENT	HEAT	LANE	<u>CofC</u>	HYTK	REF	NOTES
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# INFORMATION NEEDED



- Cards, lane sheets, heats sheets:
  - What information will the timers be receiving and will you be responsible to get it to them.
  - If using cards it will be important to verify the cards against the heat sheets to assure they concord.
- Start end:
  - Will swimmers be starting at the opposite end for 25m/50m events. Which pool will be used by females/males.

# INFORMATION NEEDED



## Meet program

#16 Boys 7-8 25 Yard Freestyle				
Lane	Name	Age	Team	Seed Time
<b>Heat 1 of 3 Finals Starts at 06:56 PM</b>				
1	Grubaugh, Liam	7	FINS-GA	20.97
2	Plantamura, Nicholas	8	PRC-GA	17.73
3	Hill, Michael	8	FINS-GA	17.84
4	Hodell, Riley	8	PRC-GA	17.24
5	Wohlford, Nate	7	FINS-GA	18.72
6	Monroe, Adam	8	PRC-GA	22.23
<b>Heat 2 of 3 Finals Starts at 06:57 PM</b>				
1	Wohlford, Ben	7	FINS-GA	25.03
2	Jay, Baxter	8	PRC-GA	23.23
3	Epping, Atley	8	FINS-GA	21.06
4	Hooker, Owen	8	PRC-GA	22.97
5	Howe, Graham	8	FINS-GA	24.45
6	Holbrook, Charlie	7	PRC-GA	30.94
<b>Heat 3 of 3 Finals Starts at 06:58 PM</b>				
1	Lee, Evan	7	FINS-GA	40.23
2	Gault, Rob	7	PRC-GA	35.68
3	Copley, Caleb	8	FINS-GA	31.40
4	Bently, Bryce	7	PRC-GA	32.98
5	Avecilla, Misael	8	FINS-GA	33.59
6	Payne, Robert	7	PRC-GA	42.11
#17 Girls 9-10 25 Yard Freestyle				
Lane	Name	Age	Team	Seed Time
<b>Heat 1 of 5 Finals Starts at 07:00 PM</b>				
1	Ledbetter, Bailey	9	FINS-GA	18.50
2	Munger, Audrey	9	PRC-GA	14.45
3	Prescott, Mackenzie	9	FINS-GA	17.21
4	Plantamura, Natalie	10	PRC-GA	14.13
5	Wohlfrod, Rachel	10	FINS-GA	18.24
6	Tarkenton, Olivia	10	PRC-GA	15.72
<b>Heat 2 of 5 Finals Starts at 07:01 PM</b>				
1	Kennedy, Kathryn	9	FINS-GA	20.41
2	Morgan, McKenzie	10	PRC-GA	16.60
3	Alexander, Lily	10	FINS-GA	19.45
4	Gilbert, Emily Kate	10	PRC-GA	16.38
5	Blitch, Christine	10	FINS-GA	20.11
6	Moak, Caroline	9	PRC-GA	18.95

#41 Girls 11-12 50 Yard Backstroke				
Lane	Name	Age	Team	Seed Time
<b>Heat 1 of 3 Finals Starts at 08:37 PM</b>				
1	Connell, Sarah	12	FINS-GA	51.22
2	Schmidt, Erin	11	PRC-GA	46.20
3	Lee, Madison	11	FINS-GA	42.01
4	Hergott, Laura	12	PRC-GA	40.98
5	Alexander, Berry Claire	12	FINS-GA	44.44
6	Miller, Paige	12	PRC-GA	55.72
<b>Heat 2 of 3 Finals Starts at 08:39 PM</b>				
1	Johnson, Nathalie	12	FINS-GA	54.34
2	McCray, Alexis	11	PRC-GA	NT
3	Coine, Sydney	11	FINS-GA	52.81
4	Tom, Rachel	11	PRC-GA	1:17.78
5	Wohlford, Abby	12	FINS-GA	53.08
6	Mitchell, Karlee	11	FINS-GA	55.26
<b>Heat 3 of 3 Finals Starts at 08:41 PM</b>				
1				
2	Farrer, Chloe	11	FINS-GA	NT
3	Grimes, Julianna	11	FINS-GA	58.38
4	Gordon, Laura	11	FINS-GA	NT
5				
6				
#42 Boys 11-12 50 Yard Backstroke				
Lane	Name	Age	Team	Seed Time
<b>Heat 1 of 3 Finals Starts at 08:43 PM</b>				
1	Anna, Bryson	12	FINS-GA	56.57
2	Tarkenton, Chase	12	PRC-GA	41.57
3	Adair, Justin	12	FINS-GA	42.50
4	Estroff, Ben	11	PRC-GA	35.62
5	Baker, Connor	11	FINS-GA	48.72
6	Strickland, Jackson	12	PRC-GA	43.95

AA - AAA Invitation Pointe-Claire 2016 Centre Aquatique de Pointe-Claire											
Event 101 2016-12-08 - 17:00		Women, 800m Freestyle AA 13+				13 years and older Startlist					
					Age						Age
<b>Heat 1 of 6, 17:00</b>						<b>Heat 2 of 6, 17:11</b>					
0	BARNES Audrey	16	TORP	10:24.00 S		0	HARPER Corinne	14	PCSC	10:40.13 S	
1	DERIGER Anne Sophie	13	TORP	10:20.45 S		1	MILLER Heather	15	OSHAC	10:33.92 S	
2	BOSLEY Sawyer K	13	ROCS	10:17.60 S		2	WADDELL Ainsley K	15	ROCS	10:32.73 S	
3	COADY Lauryn	15	MPM	10:12.47 S		3	CLEMENT Jade	14	HST	10:30.37 S	
4	MONETTE Laury-Ann	16	CALAC	9:53.61 S		4	MONGRAIN Juliette	13	MEGO	10:24.71 S	
5	BENDER Morgan	13	HST	9:55.80 S		5	WHELAN Katherine	15	SJL	10:27.49 S	
6						6	TRIM Madeleine	15	MAC	10:30.41 S	
7	MOLNAR Dora	13	BAD	10:18.27 S		7	BOUCHER Katherine	16	NN	10:33.87 S	
8	LANEVILLE Fanny	14	ELITE	10:21.93 S		8	BORDO RAPOSO Lena	14	PCSC	10:35.57 S	
9	LESSARD Arbonne	14	MEGO	10:24.30 S		9	FROST Kate	15	PCSC	10:43.90 S	
<b>Heat 3 of 6, 17:22</b>						<b>Heat 4 of 6, 17:34</b>					
0	PARKCOLLINA ngele	16	PCSC	10:59.96 S		0	LEMFRE Jeanne	15	TORP	11:09.74 S	
1	BEAULIEU Rose-Marie	14	MEGO	10:52.04 S		1	SO Samantha	14	MAC	11:08.35 S	
2	SHUPE Elie K	14	GHAC	10:51.59 S		2	MONTGOMERY Shannon	13	PCSC	11:05.67 S	
3	DESCOMBES Sarah	14	TORP	10:47.45 S		3	GOURIL-WARMEDES Elizabeth	16	PCSC	11:03.91 S	
4	CHALIFOUX Ann-Sophie	18	MEGO	10:44.91 S		4	WILSON Abby	16	SJL	11:00.57 S	
5	ROMERO Kyia	14	LAC	10:46.33 S		5	ROWE Anna C	13	SJL	11:00.71 S	
6	EBE Amanda Mae	13	PCSC	10:49.64 S		6	GAUTHIER-DENIS Blanca	19	PCSC	11:05.04 S	
7	BAILEY Maev e	13	OAK	10:52.01 S		7	LUSSIER CABRAL Sydney	14	TORP	11:07.45 S	
8	CLARK Sara-Emilie	15	MAC	10:54.69 S		8	MARICHANO Melissa	14	MEGO	11:09.53 S	
9	FLETCHER Mackenzie	13	BAD	11:00.49 S		9	WANG Jasmine	14	OAK	11:13.14 S	
<b>Heat 5 of 6, 17:45</b>						<b>Heat 6 of 6, 17:58</b>					
0						0					
1	FROST Megan	13	PCSC	11:57.87 L		1					
2	NELSON Tannis	16	MS	11:33.55 S		2					
3	STORK Emma	14	PCSC	11:22.05 S		3	SCOLARO Laura	15	OAK	12:06.13 S	
4	TUOK Gina	15	MPM	11:14.69 S		4	SINCLAIR Jade-Leigh	15	OAK	11:55.96 S	
5	MARKEY Hanna P	15	ROCS	11:21.20 S		5	MUNGER Anne-Sophie	15	PCSC	12:12.75 L	
6	FROST Natasha	13	PCSC	11:32.08 S		6					
7						7					
8	BELL Ryley	16	OSHAC	11:44.78 S		8					
9						9					

# INFORMATION NEEDED



## Entry Card

2006 SE WAC Summer Sizzler - 6/23/2006

Event 1 Girls 13-14 200 LC Meter Freestyle - Prelims Heat: 1 Lane: 2

Teasley, Cameron 8 13 Seed Time: 2:32.69  
 Team: Lakeside Seahawks-RV ID#: 112492CANSTEA8

T1 \_\_\_\_:\_\_\_\_.\_\_\_\_  
 T2 \_\_\_\_:\_\_\_\_.\_\_\_\_  
 T3 \_\_\_\_:\_\_\_\_.\_\_\_\_

Official Time \_\_\_\_:\_\_\_\_.\_\_\_\_

Event / Epreuve		LCM / P.M	ROB	Age	Entry time / Temps d'entrée	Splits / Réactions				Disqualifications / Forfaits de la compétition		
101. Women, 800m Freestyle				2000 16	10:24.00							
Name(s) / Nom(s)												
1. BARNES Audrey (129041042)												
3.												
4.												
Club		City of Club / Ville du club										
TORP: TORP												
Heat / Préliminaire												
Time / Chronométré 1		: -										
Time / Chronométré 2		: -										
Time / Chronométré 3		: -										
Official time / Temps officiel		Manual / Manuel <input type="checkbox"/>										
		Electronic <input type="checkbox"/>										
Heat / Départ		Lane / Couloir		15 years and older								
1		0										

# RULE 2.4.2 IN ACTION



- Combining heats:
  - The Clerk of Course may be asked by the referee to combine heats should there be sufficient numbers of scratches.
  - Combining heats can be risky and not necessarily save the expected time if all affected swimmers are not properly informed.
  - Generally events of 100m or less are not subjected to combining heats as the delays often outweigh the benefits.
  - Be certain appropriate officials are informed of all changes to the program.  
(referee, starter, timers, electronics, meet office)

# ACTION REQUIRED



- Updated heat sheets:
  - Prior to the start of the competition it is important to allow time to update heat sheets for distribution to the referee(s), starter(s), electronics, chief finish judge and meet office.
  - The Clerk of Course or meet office will print an updated heat sheet with scratches and deck entries being careful not to re-seed the competition.
  - Be certain that any updates which affect swimmers are posted clearly and that timers are aware of changes not to turn swimmers away from their lanes.

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



## **SW 10 RELAYS**

**SW 10.10** *There shall be four swimmers on each relay team. Mixed relays may be swum. Mixed Relays must consist of two (2) Men and two (2) Women. Split times achieved in these events cannot be used for records and/or entry purposes.*

**CSW 10.10.1** *Members of a relay team shall be registered with their PS and members of the same club.*

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



## ***RELAYS (continued)***

**SW 10.13** *The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.*

**CSW 10.13.1** *Unattached swimmers shall not participate in relay events. A swimmer shall compete as a member of only one relay team per event. The members of a relay team and their order of competing must be listed before the last scratch deadline.*

**CSW 10.13.2** *The offending swimmer(s) of a relay team disqualified in heats shall not be used as a member(s) of a relay team in the final of the same event.*

# RELAYS IN ACTION



- Age group relays:
  - There may be a limit to the number of relays a swimmer may swim per session.
  - A maximum of two swimmers may come from younger age groups to complete a relay
- Mixed relays:
  - 2 males and 2 females per relay team. There are no official splits for the first swimmer.

# RELAYS IN ACTION



- Relay information:
  - When required provide relay names received to the meet office so heat sheets with relay names can be printed and distributed prior to the events. Referee, starter, stroke and turn judges, timers and chief timers should all receive the relay names. Heat sheets with relay names should be posted.
  - Verify that all relay sheets have been received prior to printing the final relay heat sheets.



# RULES DESCRIBING SEEDING



## Seeding Heats:

**SW 3.1.1.2** *If two heats, the fastest swimmer shall be seeded in the second heat, next fastest in the first heat, next fastest in the second heat, next in the first heat, etc.*

	Lane	1	2	3	4	5	6	7	8
Swimmer #	Heat 1	14	10	6	2	4	8	12	16
Swimmer #	Heat 2	13	9	5	1	3	7	11	15

# RULES DESCRIBING SEEDING



## Seeding Heats:

**SW 3.1.1.3** *If three heats, except 400m, 800m, and 1500m events, the fastest swimmer shall be placed in the third heat, next fastest in the second, next fastest in the first.*

	Lane	1	2	3	4	5	6	7	8
Swimmer #	Heat 1	21	15	9	3	6	12	18	24
Swimmer #	Heat 2	20	14	8	2	5	11	17	23
Swimmer #	Heat 3	19	13	7	1	4	10	16	22

The fourth fastest swimmer shall be placed in the third heat, the fifth in the second heat and the sixth fastest in the first heat, the seventh fastest in the third heat, etc.

# RULES DESCRIBING SEEDING



## Seeding Heats:

**SW 3.1.1.4** *If four or more heats, except the 400m, 800m, and 1500m events, the last three heats of the event shall be seeded in accordance with SW 3.1.1.3 above. The heat preceding the last three heats shall consist of the next fastest swimmers; the heat preceding the last four shall consist of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted times within each heat, in accordance with the pattern outlined in SW 3.1.2 below*

	Lane	1	2	3	4	5	6	7	8
Swimmer #	Heat 1	31	29	27	25	26	28	30	32
Swimmer #	Heat 2	21	15	9	3	6	12	18	24
Swimmer #	Heat 3	20	14	8	2	5	11	17	23
Swimmer #	Heat 4	19	13	7	1	4	10	16	22

# 800/1500 IN ACTION



- Is there a positive check-in deadline, if so, once deadline is passed transmit information concerning entries to meet office so distance heat sheets can be produced and distributed, include all officials as per relay names along with electronics, chief finish judge. Distance heat sheets should be posted.
- Be certain that heat sheets clearly identify heat order if alternating.
- If swimming 2 per lane, indicate which side of lane each heat is to use.
- If some heats are transferred from one pool to another be certain everyone is notified.

# 800/1500 IN ACTION



Swim Ontario				HY-TEK's MEET MANAGER 7.0 - 7:34 PM 2018-01-30 Page 1			
Ontario Junior International 2017 - 2017-12-15 to 2017-12-17							
Meet Program - Sunday Morning - Prelim							
<b>Event 35 / 36 Women / Men 18&amp;U 800 Free / 1500 Free</b>				<b>Heat 5 (Heat 3 Women 800 Free)</b>			
WOJI: 8:22.60 2015-12-06 Olivia Anderson				0 Hébert, Marie-Ève 16 CNQ 9:13.07			
M OJI: 14:49.84 2016-12-18 Rafael Davila				1 Pauletto, Hailey 16 PCSC 9:09.79			
Lane	Name	Age	Team	Seed Time			
<b>Heat 1 (Heat 1 Women 800 Free) Swimming with Finals</b>							
0					2 Froh, Zoe 15 HYACK 9:08.55		
1	Kwan, Victoria N	16	MAC	8:58.03	3 Free, Ava 16 CASC 9:08.26		
2	Zavaros, Mabel	17	OAK	8:52.00	4 Nielsen, Amelia 17 NKB 9:07.52		
3	Lau, Octavia	16	HYACK	8:48.57	5 Moore, Maclaine 18 ESWIM 9:07.71		
4	Kobori, Waka	17	SAGAM	8:35.64	6 Mouat, Savanna 16 GO 9:08.30		
5	Jeffrey, Chantel	16	ISC/HPC-VIC	8:47.68	7 Switzer, Brooke 16 MAC 9:09.65		
6	Rhéaume, Marianne	16	CAMO	8:50.22	8 Mage, Lauren 16 CAI 9:11.43		
7	Hayabuchi, Mizuki	16	SAGAM	8:54.64	9 Little, Megan 14 NYAC 9:14.26		
8	O' Croinin, Emma	14	EKSC	8:58.37			
9					<b>Heat 6 (Heat 3 Men 1500 Free)</b>		
<b>Heat 2 (Heat 1 Men 1500 Free) Swimming with Finals</b>				0 Gagne, Collyn 17 OAK 16:22.66			
0					1 Després, Julien-Manuel 17 CAMO 16:21.73		
1	Pouliot, David	18	CAMO	15:55.45	2 Nickerson, Judson 17 WD 16:20.84		
2	Walker, Connor	17	MAC	15:49.01	3 Bird, Joshua 17 ESWIM 16:18.29		
3	Konik, Justin	17	ESWIM	15:38.08	4 Singh, Sehajvir 16 HYACK 16:13.73		
4	Pratt, Alex T	17	CASC	15:09.63	5 David, Félix 17 CAMO 16:17.99		
5	Goodman, Jakob	17	GBR	15:37.69	6 Brajuka, Matthew 16 ESWIM 16:20.44		
6	Coulter, Harrison	17	GBR	15:40.21	7 Rexha, Besjon 17 ESWIM 16:20.90		
7	Young, Brodie	17	HYACK	15:51.94	8 Vanherk, Brendan 18 BLEN 16:22.59		
8	Dimitrov, Martin	16	HYACK	15:57.98	9 Corazza, Luca 17 NYAC 16:22.75		
9					<b>Heat 7 (Heat 4 Women 800 Free)</b>		
<b>Heat 3 (Heat 2 Women 800 Free)</b>				0 Ferguson, Alexia 15 PCSC 9:51.44			
0	Ross, Kyla	16	ISC/HPC-VIC	9:06.25	2 Willar, Lora 15 PCSC 9:34.23		
1	Armstrong, Jillian	16	ESWIM	9:03.88	3 Schweers, Kyra 16 PCSC 9:16.27		
2	Zahab, Mia	15	NKB	9:02.04	4 Stokes, Jenna 17 PICK 9:14.74		
3	Bellio, Katrina	13	ESWIM	8:59.85	5 Liu, Linda 16 HYACK 9:16.25		
4	Davidson, Rosalie	17	NN	8:58.68	6 Kennedy, MaKenzy 16 NKB 9:18.72		
5	Ramirez, Roxy	17	MSSAC	8:59.24	7 Houde-Camirand, Moar 17 GO 9:39.68		
6	Vachon, Florence	18	CAMO	9:00.45	8		
7	Putrimas, Andrea M	16	TSC	9:03.65	9		
8	Meharg, Amy	14	WAAC	9:05.67	<b>Heat 8 (Heat 4 Men 1500 Free)</b>		
9	Bougie, Alexandra	18	UL	9:06.37	0 Plackowski, Aleks 17 HBBF 16:38.70		
<b>Heat 4 (Heat 2 Men 1500 Free)</b>				1 Partridge, Rhys 17 EBSC 16:33.62			
0	Wang, Michael	14	ESWIM	16:11.46	2 Suen, Matthew 16 MST~ 16:24.75		
1	McRae, Robert	17	PCSC	16:10.68	3 Anderchek, William 16 OAK 16:24.02		
					4 Pimentel, Xavier 16 NG 16:22.99		
					5 Beaudin-Bolduc, Natha 18 UL 16:23.39		
					6 Lau, Micah 17 HYACK 16:24.71		

Note the alternating order of women's and men's distance events with the fastest heat of each swimming directly in finals.

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



## ***SEEDING of HEATS***

***SW 3.1.2 Except for 50 metre events in 50 metre pools, assignment of lanes shall be number 1 lane being on the right side of the pool (0 when using pools with 10 lanes) when facing the course from the starting end by placing the fastest swimmer or team in the center lane in a pool with an odd number of lanes, or in lane 3 or 4 respectively in pools having 6 or 8 lanes. In pools using 10 lanes the fastest swimmer shall be placed in lane 4. The swimmer having the next fastest time is to be placed on his left, then alternating the others to right and left in accordance with the submitted times. Swimmers with identical times shall be assigned their lane positions by draw within the aforesaid pattern.***

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



## ***SEEDING of HEATS***

**SW 3.1.3** *When 50 metre events are contested in 50 metre pools, the races may be swum, at the discretion of the Management Committee, either from the regular starting end to the turning end or from the turning end to the starting end, depending upon such factors as existence of adequate Automatic Equipment, starter's position, etc. The Management Committee should advise swimmers of their determination well before the start of the competition. Regardless of which way the race is swum, the swimmers shall be seeded in the same lanes in which they would be seeded if they were both starting and finishing at the starting end.*

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



## ***SEEDING of SEMI-FINALS and FINALS***

**SW 3.2.3** *In the event that swimmers from the same or different heats have equal times registered to 1/100 second for either the eighth/tenth place or sixteenth/twentieth place depending on the use of 8 or 10 lanes, there shall be swim-off to determine which swimmer shall advance to the appropriate finals. Such swim-off shall take place after all involved swimmers have completed their heats at a time agreed between the event management and the parties involved. Another swim-off shall take place if equal times are registered again. If required, a swim-off will take place to determine 1st and 2nd reserve if equal times are recorded.*

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



## Swim-Offs - Canada

**CSW 3.2.3.1** *Swimmers may scratch from a swim-off without penalty, in which case they shall be given the ranking next in line and shall be eligible for points, if any, for the re-assigned position.*

**CSW 3.2.3.2** *Times made in a swim-off may count as records, but they shall not elevate any of the swimmers beyond the highest qualifying position in dispute. Separate time cards, marked “swim-off” shall be used. Times achieved in a swim-off shall be recorded in the official results.*

**CSW 3.2.3.3** *Any disqualification in a swim-off shall apply to the swim-off only. For example, any disqualified swimmer shall not lose the right to be an alternate for that “A” final or “B” final, or to compete in the “B” final (when applicable).*

# SWIM-OFFS IN ACTION



## Swim-Offs - Canada

- The Clerk of Course may be asked to help coordinate swim-offs during a preliminary session.
- Swimmers affected by a tie will be asked, via their coaches, if they will participate in the swim-off. They may decline without penalty. It will be considered that they have lost the swim-off. Should a coach decline on behalf of his swimmer the other swimmer's coach must be offered the chance to participate in the swim-off without knowing the first's decision. Should both decline the "winner" will be determined by a draw.
- The Clerk of Course may be responsible to assign lanes to each swimmer in which to swim, inform them and all affected officials.

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



## ***SEEDING of SEMI-FINALS and FINALS***

**SW 3.2.4** *Where one or more swimmers scratch from a semi-final or final, reserves will be called in order of classifications in heats or semi-finals. The event or events must be re-seeded and supplementary sheets must be issued detailing the changes or substitutions, as prescribed in SW 3.1.2.*

**SW 3.2.5** *For heats, semi-finals and finals, swimmers must report to the First Call Room at a time determined by the event management. After inspection, swimmers proceed to the final call-room.*

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



## **CSW 3.4 Time-Final Events**

*Time-finals are those in which each swimmer swims only once for time. The final placing of all swimmers is determined by their times. Events to be conducted as time-finals must be so designated in the Meet Information.*

**CSW 3.4.1** *Time-finals should normally be swum “slowest to fastest”, with the swimmers seeded according to their submitted times. However, the 800m and 1500m events may be swum “fastest to slowest” in alternating event order (female/male).*

**CSW 3.4.2** *Individual freestyle events of 800m or longer may be conducted with more than one swimmer per lane and must be so designated in the Meet Information Package.*

# SEEDING IN ACTION



## Seeding Time – Finals:

**CSW 3.4.1** *Time-finals should normally be swum “slowest to fastest”, with the swimmers seeded according to their submitted times. However, the 800m and 1500m events may be swum “fastest to slowest” in alternating event order (female/male).*

	Lane	1	2	3	4	5	6	7	8
Swimmer #	Heat 1			25	23	24			
Swimmer #	Heat 2		21	19	17	18	20	22	
Swimmer #	Heat 3	15	13	11	9	10	12	14	16
Swimmer #	Heat 4	7	5	3	1	2	4	6	8

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



## ***CSW 3.6 Scratches, Substitutions, & Deck Entries (applies to local Provincial Meets)***

***CSW 3.6.1*** *Once entered in an event, a swimmer who is not an alternate, may only withdraw or “scratch” from that event without penalty according to rules set down by the Provincial Section or written in the Meet Information package.*

***CSW 3.6.2 HEATS & FINALS:*** *Scratch Deadlines shall be clearly stated in the Meet Information.*

***TIME-FINAL EVENTS:*** *For individual events or relays that are Time Finals, the Scratch Deadlines shall be clearly stated in the Meet Information*

# RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



**CSW 3.6 *Scratches, Substitutions, & Deck Entries (applies to local Provincial Meets)***

**CSW 3.6.3 PENALTIES: *Penalties for failure by a swimmer to scratch from Preliminaries, Finals, or Time Final events shall be clearly stated in the Meet Information.***

**CSW 3.6.4 'NAME CHANGE' DEADLINES: *'Name Change' deadlines for relays should be stated in the meet information and announced at the Coaches Technical Meeting.***

**CSW 3.6.5 *Late or Deck Entries may be allowed at the discretion of the Meet Manager and shall be classified as Exhibition swims.***

# DECK ENTRIES IN ACTION



- If deck entries are permitted in the competition the swimmers will be inserted in empty lanes, generally no additional heats are created to accommodate deck entries.
- There may be additional entry fees to collect.
- Swimmers should be entered as exhibition swims, however meet management may decide otherwise depending on the level of the competition.
- The competition meet package should be followed with regards to deck entries.

# DECK ENTRIES IN ACTION



## DECK ENTRY FORM – EXHIBITION SWIM ONLY

COACH:

### DECK ENTRY – EXHIBITION SWIM ONLY

NAME	AGE	CLUB	EVENT	HEAT	LANE	CLERK	HYTEK	REF	FEE	PAID
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>



# WORKING A SESSION

# BEFORE THE SESSION



- Locate the official's room and check-in or notify the appropriate individual upon your arrival.
- Ensure you receive your briefing from the Referee prior to heading down to the pool deck.
- As Clerk of Course it is imperative that you arrive prior to the start of warm-ups to be available to the coaches for registration, scratches, deck entries, conveying information to them concerning the running of the competition.
- Inform yourself as to the placement of the competition office and the official responsible for the meet entry information as you will need to communicate with them throughout the session.

# BEFORE THE SESSION



- Obtain the required materials:
  - Heat sheets: you may be asked to provide updated heat sheets for some officials so be certain to have sufficient copies. You may also be distributing heat sheets to coaches.
  - Meet information: This will be your principle reference document for this position.
  - Technical Bulletin: This will allow you to have any additional information concerning the competition that has been shared with coaches and officials.
  - List of entries per swimmer: Should a coach have a query or a scratch you will have the proper information.

# BEFORE THE SESSION



- Obtain the required materials:
  - List of entries per event: This list will be important should there be time finals where the fastest heat goes directly to finals or should you be requested to follow scratches for the competition (generally national competitions where referees sign their heat sheets prior to publication).
  - Scratch forms: Some competitions may have a different form for preliminaries and finals.
  - Relay forms: to give to coaches to complete with relay names (form with the name of all eligible swimmers to facilitate declaring relay swimmers).
  - Relay name forms: Blank form used by coaches to declare relay swimmers.

# BEFORE THE SESSION



- Obtain the required materials:
  - List of fees owed by clubs: you may be requested to collect entry fees.
  - List of coaches at competition: you may be requested to collect the names of all coaches on deck at the competition.
  - List of support personnel at competition: you may be requested to collect the names of all support personnel on deck at the competition.
  - Equipment: Pencils, pens, highlighters, ruler, stapler, rulebook, scissors, tape, pencil sharpener.

# BEFORE THE SESSION



- Obtain the required materials:
  - Other information: You may be requested to collect information concerning contact information during the competition, hotel room reservation, car reservations, etc.

There may be someone completing these tasks prior to the start of the competition but these responsibilities may be shifted to the Clerk of Course once the competition has started. Coaches will present themselves to the Clerk of Course on deck as this seems to be the “central information desk”

# BEFORE THE SESSION



- Obtain information concerning the session from the referee(s):
  - Cards, lane sheets or heat sheets to timers
  - Starting end
  - Scratch deadlines
  - Relay information and applicable deadlines
  - 800m/1500m events
  - Positive check-ins
  - Deck entries

# BEFORE THE SESSION



- Obtain information concerning the session from the referee(s):
  - Will it be permissible to combine heats to save time
  - Age group relays / mixed relays, information
  - Who will get an updated heat sheet
  - Posting of heat sheets, where, by who, updating
  - Officials splits (times)
  - Swim-offs, organisation
  - Marshaling and swimmers march-on
  - Awards

# DURING THE SESSION



- Marshaling and march-ons:
  - Swimmers may be marshalled at development level meets. They are lined up by heat and sent to their lanes at the appropriate times.
  - Swimmers are marshaled in a call room at higher level competitions where their swim suits are identified and they are checked for advertisement etc. They are then marched on for their event.
- Awards:
  - As Clerk of Course you may be asked to distribute awards. Coaches and swimmers may also ask you where the awards are being distributed.

# DURING THE SESSION



- Finals:
  - When there are finals it is important to assure that all swimmers for a final are present before the start is given.
  - When B finals are being swum prior to A finals all A finalists must be present in the marshaling area before allowing the B finals to proceed.
  - When there is only an A final or no positive check-in the Clerk of Course may walk behind the starting blocks making certain all swimmers are present a couple of heats prior to their events. Should swimmers be absent they should prepare themselves to call an alternate.

# AFTER THE SESSION



- Remain in position until the end of the scratch deadline if applicable.
- Should there be scratches, the clerk may be asked to indicate them on the results so swimmers who are "moving-up" are aware. Submit all scratches to the meet office so heat sheets can be produced.
- Return all materials to meet office, including scratch sheets, relay name sheets and master heat sheets (if used).



# QUIZ

# QUESTION 1



The Clerk of the Course has the authority/responsibility to (choose all that are correct):

- a) assign swimmers to lane positions
- b) check swimmers for correct positions in lanes if pre-seeded
- c) inform swimmers of their heat and lane
- d) supervise and control swimmers on the working deck
- e) report undisciplined acts to the referee
- f) disqualify swimmers for undisciplined acts
- g) call officials to attention for the start
- h) advise the referee when swimmers are assembled
- i) check swimmers into the marshalling area
- j) control swimmers from check-in until turned over to the referee
- k) ensure the return of a swimmer who leaves the marshalling area
- l) scratch swimmers who fail to marshal when called, if instructed by the referee
- m) appoint assistants
- n) combine heats (when so instructed by the referee)
- o) move swimmers from one heat to another in pre-seeded meets without consultation
- p) when there are B Finals, turn the swimmers over to the Referee only when both A Finalists and B Finalists are on hand
- q) re-seed, when moving a swimmer from a B-Final to an A-Final, when deemed appropriate
- r) receive the official relay team form from team officials
- s) inform the Referee of the number of heats and swimmers in each heat
- t) inform the Referee of any PARA athlete who may need extra time for the start

# QUESTION 2



What is the deadline for finalizing official Relay Team forms/cards?

- a) two events prior to the relay events
- b) thirty minutes ahead of the estimated starting time of the relay event
- c) Name Change deadlines for relays should be stated in the meet information and announced at the Coaches Technical Meeting

# QUESTION 3



Once a Relay team has "checked in" with the Clerk of Course:

- a) last minute changes may be made until the race is started
- b) last minute changes may be made if reported to the Head Lane Timer
- c) changes may be made until the Referee blows his first whistle
- d) no changes may be made

# QUESTION 4



In Time Finals and Preliminary heats, swimmers without entry times shall:

- a) not be allowed to swim
- b) be seeded last and ranked by draw
- c) be randomly seeded in with the other swimmers
- d) be seeded last in alphabetical order of last name

# QUESTION 5



In a pre-seeded meet in which only two swimmers remain in a heat after scratches, the Clerk of Course shall:

- a) do nothing except inform the Referee
- b) reseed the entire event
- c) reseed the affected heat

# QUESTION 6



In AGE GROUP relay events, the maximum number of swimmers from a lower age group that may be “moved up” to swim with a higher age-group team is:

- a) none
- b) one
- c) two
- d) three

# QUESTION 7



If swimmers are deck-entered in an event, their time cards should be marked:

- a) unattached
- b) exhibition
- c) de-qualified
- d) disqualified

# QUESTION 8



The minimum number of swimmers that should be assigned to swim in a heat in a six lane pool is:

- a) two
- b) three
- c) no minimum limit
- d) four

# CONGRATULATIONS



You have now completed the Level II Clerk of the Course Clinic.

Your next task is to obtain deck experience.

You will be required to be mentored (as clerk) and be comfortable in making decisions before requesting deck evaluations. To be certified as a Clerk of the Course you must complete two on deck evaluations.

The session referee must be informed prior to the session that you are requesting a deck evaluation. At the end of the session, the session referee will sign your officials card if the evaluation was successful.

Make sure to keep your Club Officials Administrator informed of your deck evaluations.



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