CLERK OF COURSE CLINIC

September 1, 2020

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

EXCELLENCE IN OFFICIATING

- 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. The official who has standards that differ from those in the rulebook may have their decisions challenged by coaches or the Referee.
- Following the rules 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 in a fair and impartial manner and communicating their interpretation effectively.

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.

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.

CLERK OF COURSE KEY TERMS

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Psych Sheets– Ranking of swimmers entered in an event based on entry times. Swimmers with No Time are ranked last randomly

Seeding– Rules to be followed to place swimmers in lanes and heats

Heat Sheets – After seeding, listing of heats and lanes for each event

Entry Card– When seeding is done with a meet management software, the entry card for each swimmer or team indicates heat and lane assignment

CLERK OF COURSE KEY TERMS

Scratches– A withdrawal for an upcoming race from a swimmer or team

Deck Entry– A swimmer added to an event after seeding is completed

Positive Check-in – A check-in to assure the clerk of course that a swimmer is present to race their event

No Show – A swimmer that has failed to report to the Clerk of Course for their race (empty lane) without their knowledge

Swim Off– A race between swimmers or teams that have the same result time (a tie) in a preliminary event for the “last position” into a final, semi-final or for an alternate position.

CLERK OF COURSE DUTIES DURING WARM-UP

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.

DUTIES DURING THE WARM-UP PERIOD UP TO DEADLINES

- Positive check-ins (finals & distance events)
- Scratches (prelims or finals)
- Deck Entries
- Relay Cards / Forms
- Combining Heats (if instructed)
- Seed events if deck-seeded meet

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 Package 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

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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

<u>CSW 2.4.2.1</u>

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;

SCRATCHES

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 Package.*

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

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 Package.*

SCRATCHES IN ACTION

- 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.

SCRATCHES IN ACTION

Scratch forms may be colour coded by the meet to indicate Prelims or Finals:

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* _____

SCRATCHES IN ACTION

NAME OF MEET HEATS/FINALS/TIMED FINAL (pick one) DATES OF MEET

SCRATCH FORM :					COACH				
NAME	AGE	CLUB	EVENT	HEAT	LANE	CofC	HYTK	REF	NOTES
						☐	☐	☐	
						☐	☐	☐	
						☐	☐	☐	
						☐	☐	☐	
						☐	☐	☐	
						☐	☐	☐	

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE

<u>CSW 3.6</u> Scratches, Substitutions, & Deck Entries (applies to local Provincial Meets)

<u>CSW 3.6.5</u> *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
						☐	☐	☐		☐
						☐	☐	☐		☐
						☐	☐	☐		☐
						☐	☐	☐		☐

EXH

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE

<u>CSW 3.6</u> Scratches, Substitutions, & Deck Entries (applies to local Provincial Meets)

<u>CSW 3.6.4</u> 'NAME CHANGE' DEADLINES*: 'Name Change' deadlines for relays should be stated in the Meet Information Package and announced at the Coaches Technical Meeting.*

RELAYS

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.*

RELAYS

RELAYS (continued)

<u>SW 10.13</u> *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.*

<u>CSW 10.13.1</u> *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.*

<u>CSW 10.13.2</u> *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.

RELAYS IN ACTION

RELAY FORM
*Relay team members in order they will swim
FORMULAIRE DE RELAIS
*Les membres de l'équipe de relais dans l'ordre qu'ils/elles nageront
HEATS/SÉRIES

Club
Équipe
_____

Event *Épreuve #* _____ Heat *Série #* _____ Lane *Couloir #* _____

Order Ordre	Swimmer's Name Nom du Nageur(se)	Age Âge
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

Signature _____

Time/Heure _____

No Changes after checking in / Aucun changement après le contrôle

RELAY FORM
*Relay team members in order they will swim
FORMULAIRE DE RELAIS
*Les membres de l'équipe de relais dans l'ordre qu'ils/elles nageront
FINALS/FINALES

Club
Équipe _____

Event *Épreuve #* _____ Heat *Série #* _____ Lane *Couloir #* _____

Order Ordre	Swimmer's Name Nom du Nageur(se)	Age Âge
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

Signature _____

Time/Heure _____

No Changes after checking in / Aucun changement après le contrôle

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE

<u>CSW 2.4.2.1 (cont'd)</u>

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.*

COMBINING HEATS 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 and coaches 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)

Event 10 Boys 12 Year Olds 400 LC Meter IM

Meet Qualifying: 5:57.00

Lane	Name	Age	Team	Seed Time	
Heat 1 of 3 Finals					
0					
1					
2					
~~3~~	~~Connor J Ironside~~	~~12~~	~~MSSAC~~	~~5:55.59~~	
4	Lucas Zhang	12	NYAC	5:53.00	To H2L5
5	Eugene Lee	12	TORCH	5:53.90	To H2L3
6	Damien Bailey	12	NYAC	5:55.69	To H2L0
7					
8					
9					
Heat 2 of 3 Finals					
~~0~~	~~Bruno Garb~~ Damien Bailey	~~12~~	~~HAC~~ NYAC	~~5:52.76~~	
1	Tyler C Da Ponte	12	DUCKS	5:51.97	
2	Jared Banta	12	Gcac-On!	5:51.70	
~~3~~	~~Benji Sykes~~ Eugene Lee	~~12~~	~~PICK~~ TORCH	~~5:49.92~~	
4	Dominic Lee	12	NYAC	5:47.36	
5	Lucas Zhang	NYAC			
6	Jeffrey Hou	12	ESWIM	5:50.29	
7	Kaedin Duong	12	BAD	5:51.90	
8	Lucas A Moavro	12	WAC	5:52.64	
9	Matthew Powalowski	12	MSSAC	5:52.93	

Heat 3 is not shown here – it is full

3 swimmers have scratched.

This provides an opportunity to combine
Heat 1 with Heat 2

Move swimmers from Heat 1 to Heat 2

You are not re-seeding. Move swimmers to empty lanes paying attention to entry times.

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. 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

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

Meet Program - Sunday Morning - Prelim

Event 35 / 36 Women / Men 18&U 800 Free / 1500 Free

W OJI: 8:22.60 2015-12-06 Olivia Anderson

M OJI: 14:49.84 2016-12-18 Rafael Davila

Lane	Name	Age	Team	Seed Time
Heat 1 (Heat 1 Women 800 Free) Swimming with Finals				
0				
1	Kwan, Victoria N	16	MAC	8:58.03
2	Zavaros, Mabel	17	OAK	8:52.00
3	Lau, Octavia	16	HYACK	8:48.57
4	Kobori, Waka	17	SAGAM	8:35.64
5	Jeffrey, Chantel	16	ISC/HPC-VIC	8:47.68
6	Rhéaume, Marianne	16	CAMO	8:50.22
7	Hayabuchi, Mizuki	16	SAGAM	8:54.64
8	O'Croinin, Emma	14	EKSC	8:58.37
9				
Heat 2 (Heat 1 Men 1500 Free) Swimming with Finals				
0				
1	Pouliot, David	18	CAMO	15:55.45
2	Walker, Connor	17	MAC	15:49.01
3	Konik, Justin	17	ESWIM	15:38.08
4	Pratt, Alex T	17	CASC	15:09.63
5	Goodman, Jakob	17	GBR	15:37.69
6	Coulter, Harrison	17	GBR	15:40.21
7	Young, Brodie	17	HYACK	15:51.94
8	Dimitrov, Martin	16	HYACK	15:57.98
9				
Heat 3 (Heat 2 Women 800 Free)				
0	Ross, Kyla	16	ISC/HPC-VIC	9:06.25
1	Armstrong, Jillian	16	ESWIM	9:03.88
2	Zahab, Mia	15	NKB	9:02.04
3	Bellio, Katrina	13	ESWIM	8:59.85
4	Davidson, Rosalie	17	NN	8:58.68
5	Ramirez, Roxy	17	MSSAC	8:59.24
6	Vachon, Florence	18	CAMO	9:00.45
7	Putrimas, Andrea M	16	TSC	9:03.65
8	Meharg, Amy	14	WAAC	9:05.67
9	Bougie, Alexandra	18	UL	9:06.37
Heat 4 (Heat 2 Men 1500 Free)				
0	Wang, Michael	14	ESWIM	16:11.46
1	McRae, Robert	17	PCSC	16:10.68
Heat 5 (Heat 3 Women 800 Free)				
0	Hébert, Marie-Ève	16	CNQ	9:13.07
1	Pauletto, Hailey	16	PCSC	9:09.79
2	Froh, Zoe	15	HYACK	9:08.55
3	Free, Ava	16	CASC	9:08.26
4	Nielsen, Amelia	17	NKB	9:07.52
5	Moore, Maclaine	18	ESWIM	9:07.71
6	Mouat, Savanna	16	GO	9:08.30
7	Switzer, Brooke	16	MAC	9:09.65
8	Mage, Lauren	16	CAJ	9:11.43
9	Little, Megan	14	NYAC	9:14.26
Heat 6 (Heat 3 Men 1500 Free)				
0	Gagne, Collyn	17	OAK	16:22.66
1	Després, Julien-Manuel	17	CAMO	16:21.73
2	Nickerson, Judson	17	WD	16:20.84
3	Bird, Joshua	17	ESWIM	16:18.29
4	Singh, Sehajvir	16	HYACK	16:13.73
5	David, Félix	17	CAMO	16:17.99
6	Brajuka, Matthew	16	ESWIM	16:20.44
7	Rexha, Besjon	17	ESWIM	16:20.90
8	Vanherk, Brendan	18	BLEN	16:22.59
9	Corazza, Luca	17	NYAC	16:22.75
Heat 7 (Heat 4 Women 800 Free)				
0				
1	Ferguson, Alexia	15	PCSC	9:51.44
2	Willar, Lora	15	PCSC	9:34.23
3	Schweers, Kyra	16	PCSC	9:16.27
4	Stokes, Jenna	17	PICK	9:14.74
5	Liu, Linda	16	HYACK	9:16.25
6	Kennedy, MaKenzy	16	NKB	9:18.72
7	Houde-Camirand, Moar	17	GO	9:39.68
8				
9				
Heat 8 (Heat 4 Men 1500 Free)				
0	Plackoski, Aleks	17	HHBF	16:38.70
1	Partridge, Rhys	17	EBSC	16:33.62
2	Suen, Matthew	16	MST~	16:24.75
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.

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 concur.
- Start end:
  - Will swimmers be starting at the opposite end for 25m/50m events.

HEAT SHEET

The clerk of course will maintain a Master Heat Sheet with all changes

#16 Boys 7-8 25 Yard Freestyle

Lane	Name	Age	Team	Seed Time
Heat 1 of 3 Finals Starts at 06:56 PM				
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
Heat 2 of 3 Finals Starts at 06:57 PM				
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
Heat 3 of 3 Finals Starts at 06:58 PM				
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
Heat 1 of 5 Finals Starts at 07:00 PM				
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
Heat 2 of 5 Finals Starts at 07:01 PM				
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
Heat 1 of 3 Finals Starts at 08:37 PM				
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
Heat 2 of 3 Finals Starts at 08:39 PM				
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
Heat 3 of 3 Finals Starts at 08:41 PM				
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
Heat 1 of 3 Finals Starts at 08:43 PM				
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 — Women, 800m Freestyle — 13 years and older
2016-12-08 - 17:00 — AA 13+ — Startlist

Heat 1 of 6, 17:00

		Age		
0	BARNES Audrey	16	TORP	10:24.00 S
1	DERGER Anne Sophie	13	TORP	10:20.45 S
2	BOSLEY Sawyer K	13	ROCS	10:17.60 S
3	COADY Lauryn	15	MPM	10:12.47 S
4	MONETTE Laury-Ann	16	CALAC	9:53.61 S
5	BENDER Morgan	13	HST	9:55.80 S
6				
7	MOLNAR Dora	13	BAD	10:18.27 S
8	LANEUVILLE Fanny	14	ELITE	10:21.93 S
9	LESSARD Arianne	14	MEGO	10:24.30 S

Heat 2 of 6, 17:11

		Age		
0	HARPER Corinne	14	PCSC	10:40.13 S
1	MILLER Heather	15	OSHAC	10:33.92 S
2	WADDELL Ainsley K	15	ROCS	10:32.73 S
3	CLEMENT Jade	14	HST	10:30.37 S
4	MONGRAIN Juliette	13	MEGO	10:24.71 S
5	WHELAN Katherine	15	SJL	10:27.49 S
6	TRIM Madeleine	15	MAC	10:30.41 S
7	BOUCHER Katherine	16	NN	10:33.87 S
8	BORDO RAPOSO Lena	14	PCSC	10:35.57 S
9	FROST Kate	15	PCSC	10:43.90 S

Heat 3 of 6, 17:22

0	PARKCOLLIN Angele	16	PCSC	10:59.96 S
1	BEAULIEU Rose-Marie	14	MEGO	10:52.04 S
2	SHUPE Elise K	14	GHAC	10:51.59 S
3	DESCOMBES Sarah	14	TORP	10:47.45 S
4	CHALIFOUX Ann-Sophie	18	MEGO	10:44.91 S
5	ROMERO Kyla	14	LAC	10:46.33 S
6	EBE Amanda Mae	13	PCSC	10:49.64 S
7	BAILEY Maeve	13	OAK	10:52.01 S
8	CLARK Sara-Emilie	15	MAC	10:54.69 S
9	FLETCHER Mackenzie	13	BAD	11:00.49 S

Heat 4 of 6, 17:34

0	LEMIRE Jeanne	15	TORP	11:09.74 S
1	SO Samantha	14	MAC	11:08.35 S
2	MONTGOMERY Shannon	13	PCSC	11:05.67 S
3	GOUPIL-WARMOES Elizabeth	16	PCSC	11:03.91 S
4	WILSON Abby	16	SJL	11:00.57 S
5	ROWE Anna C	13	SJL	11:00.71 S
6	GAUTHIER-DENIS Blanca	19	PCSC	11:05.04 S
7	LUSSIER CABRAL Sydney	14	TORP	11:07.45 S
8	MARCHAND Melissa	14	MEGO	11:09.53 S
9	WANG Jasmine	14	OAK	11:13.14 S

Heat 5 of 6, 17:45

0				
1	FROST Megan	13	PCSC	11:57.87 L
2	NELSON Tannis	16	MS	11:33.55 S
3	STORK Emma	14	PCSC	11:22.05 S
4	TUCK Gina	15	MPM	11:14.69 S
5	MARKEY Hanna P	15	ROCS	11:21.20 S
6	FROST Natasha	13	PCSC	11:32.08 S
7				
8	BELL Ryley	16	OSHAC	11:44.78 S
9				

Heat 6 of 6, 17:58

0				
1				
2				
3	SCOLARO Laura	15	OAK	12:06.13 S
4	SINCLAIR Jade-Leigh	15	OAK	11:55.96 S
5	MUNGER Anne-Sophie	15	PCSC	12:12.75 L
6				
7				
8				
9				

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.

DURING WARM-UP SEEDING

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

<u>CSW 2.4.2.1 (cont'd)</u>

e) *Shall seed swimmers in deck-seeded meets, inform swimmers of their heat and the lane assignments, and distribute time cards;*

In a deck-seeded meet a Clerk of Course may be asked to seed an event as they are receiving scratches and deck entries during the warmup period

INFORMATION NEEDED

Entry Card – Deck Seeded

Event / Epreuve	LCM / PCM	YOB	Age	Entry time / Temps soumis	Splits / Fractionnés
101. Women, 800m Freestyle		2000	16	10:24.00	
Name(s) / Nom(s)					
1. BARNES Audrey (129041042)	2.				
3.	4.				
Club: TORP: TORP	City of Club / Ville du club				
Heats / Préliminaires					
Timer / Chronométreur 1				: .	
Timer / Chronométreur 2				: .	
Timer / Chronométreur 3				: .	
Official time / Temps officiel	Manual / Manuel ☐	Electronic ☐			Position Heats / Préliminaires
Heat / Départ: 1	Lane / Couloir: 0	15 years and older		: .	

Disqualification reason / Raison de la disqualification

RULES RELATED TO SEEDING

SEEDING of HEATS

<u>SW 3.1.2</u> *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 RELATED TO SEEDING (cont'd)

<u>SW 3.1.1.1</u> *If one heat, it shall be seed as a final and swum only during the final session.*

<u>SW 3.1.1.2</u> *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.*

<u>SW 3.1.1.3</u> *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. 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.*

Circle Seeding - 8 swimmers in 8 lane pool – need 1 heat

	Lane	8	7	6	5	4	3	2	1
Swimmer #	**Heat 1**	8	6	4	2	1	3	5	7

This would be how a FINAL event would be seeded.

Lane	Name	Age	Team	Prelims
Heat 1 13 & Under A - Final				
1	McIntosh, Summer	11	ESWIM	1:10.09
2	Scholes, Dylan	13	OAK	1:09.40
3	Sava, Helen Anne	12	RAMAC	1:09.03
4	Gormley, Breckin	13	CPWD	1:08.33
5	Daley, Elan	13	NYAC	1:08.47
6	Nagy, Ella	13	OAK	1:09.34
7	Drover-Smith, Megan	13	WD	1:09.58
8	Tyrrell, Sarah	13	LAC	1:10.83

SEEDING IN ACTION – CIRCLE SEEDING

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

SW 3.1.1.2 – 16 swimmers only

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

SW 3.1.1.3 – 24 swimmers only

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

SW 3.1.1.4 – 27 or more swimmers

Meet Program

Heat 19 of 21 Prelims

1	Svetov, Alex	17	RAMAC	24.81
2	Saarloos, Art	16	MSSAC	24.56
3	Bracho, Canek	16	CW	24.21
4	Fazekas, Ethan B	18	WAC	23.49
5	Baker, Justin	16	NYAC	24.05
6	Placek, Ethan	16	WD	24.33
7	Konik, Justin	17	ESWIM	24.68
8	Pignatelli, Andrew	16	RHAC	24.97

Heat 20 of 21 Prelims

1	Curry, Tristan	19	OOSC	24.78
2	Ferraro, Mitchel	21	TSC	24.53
3	Wang, Colin	16	MSSAC	24.18
4	Gaziev, Ruslan	18	MAC	23.01
5	Liendo, Joshua	15	NYAC	23.95
6	Tong, Eric	15	MAC	24.31
7	Adams, Austin	17	CYPS	24.59
8	Cappa, Dominic	19	LAC	24.86

Heat 21 of 21 Prelims

1	Milanovich, Alexander	15	ESWIM	24.72
2	Boyd, Thomas	16	SLSC	24.48
3	Smith, Everett	17	SLSC	24.13
4	McGillivray, Scott	22	TSC	22.85
5	Brown, Taila	17	NYAC	23.64
6	Mackinnon, Ian S	19	GHAC	24.25
7	MacPherson, Callum	15	OAK	24.57
8	Yang, Ray	17	ESWIM	24.86

Psych Sheet

	Name	Age	Team	Seed Time
1	McGillivray, Scott	22	TSC	22.85
2	Gaziev, Ruslan	18	MAC	23.01
3	Fazekas, Ethan B	18	WAC	23.49
4	Brown, Taila	17	NYAC	23.64
5	Liendo, Joshua	15	NYAC	23.95
6	Baker, Justin	16	NYAC	24.05
7	Smith, Everett	17	SLSC	24.13
8	Wang, Colin	16	MSSAC	24.18
9	Bracho, Canek	16	CW	24.21
10	Mackinnon, Ian S	19	GHAC	24.25
11	Tong, Eric	15	MAC	24.31
12	Placek, Ethan	16	WD	24.33
13	Boyd, Thomas	16	SLSC	24.48
14	Ferraro, Mitchel	21	TSC	24.53
15	Saarloos, Art	16	MSSAC	24.56
16	MacPherson, Callum	15	OAK	24.57
17	Adams, Austin	17	CYPS	24.59
18	Konik, Justin	17	ESWIM	24.68
19	Milanovich, Alexander	15	ESWIM	24.72
20	Curry, Tristan	19	OOSC	24.78
21	Svetov, Alex	17	RAMAC	24.81
22	Yang, Ray	17	ESWIM	24.86
23	Cappa, Dominic	19	LAC	24.86
24	Pink, Henry	17	OSAC	24.97
25	Pignatelli, Andrew	16	RHAC	24.97

RULES RELATED TO SEEDING (cont'd)

<u>SW 3.1.1.4</u> *If four or more heats, except the 400m, 800m and 1500m events, the last three heats of the event shall be seed 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.*

<u>SW 3.1.1.5</u> *For 400m, 800m and 1500m events, the last two heats of the event shall be seeded in accordance with SW 3.1.1.2.*

<u>CSW 3.1.1.5.1</u> *For meets in Canada, seeding information for the 400m, 800m, and 1500m events, shall be stated in the Meet Information Package.*

RULES RELATED TO SEEDING (cont'd)

<u>SW 3.1.1.6</u> *Exception: When there are two or more heats in an event, there shall be a minimum of three swimmers seeded into any one preliminary heat, but subsequent scratches may reduce the number of swimmers in such heat to less than three.*

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

RULES RELATED TO SEEDING (cont'd)

***<u>SW 3.2</u>* Semi-finals and Finals**

<u>SW 3.2.1</u> *In the semi-finals, heats shall be assigned as in SW 3.1.1.2*

<u>SW 3.2.2</u> *Where no preliminary heats are necessary, lanes shall be assigned in accordance with SW 3.1.2 above. Where preliminary heats or semi-finals have been held, lanes shall be assigned as in SW 3.1.2 based, however, on times established in such heats.*

RULES RELATED TO SEEDING (cont'd)

<u>SW 3.2.4</u> *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*

Event 3 Women 100 LC Meter Backstroke

Lane	Name	Age	Team	Prelims
Heat 1 14 & Under A - Final				
1	Gormley, Breckin	14	CPWD	1:07.53
2	McIntosh, Summer	12	ESWIM	1:06.79
3	Merrell, Natalie	12	AAC	1:06.22
4	Scholes, Dylan	14	OAK	1:04.48
5	Sava, Helen Anne	13	RAMAC	1:05.63
6	Drover-Smith, Megan	14	WD	1:06.61
7	Tran, Madeleine	14	CYPS	1:07.31
8	Lo, Jade	14	ESWIM	1:07.65
Alternates 14 & Under				
1	Nagy, Ella	14	OAK	1:08.12
2	Burnett, Devon P	14	ESWIM	1:08.25

RULES RELATED TO SEEDING (cont'd)

<u>CSW 3.4</u> 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 Package.

<u>CSW 3.4.1</u> *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).*

CLERK OF COURSE DUTIES DURING THE SESSION

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE DURING THE SESSION

<u>SW 2.4.1</u> *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
- Assemble swimmers in a Call Room (Ready Room) – finals at higher level meets

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

<u>SW 2.4.2</u> *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

<u>CSW 2.4.2.1</u>

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;*

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.

DUTIES OF THE CLERK OF COURSE – SCRATCHES DURING PRELIMS

- The Clerk of Course will maintain a record of all scratches for FINALS until the scratch deadline for finals
  - Results should be posted and all scratches clearly indicated on one master list of results
- Watch for scratches that may result in swimmers « moving up »
  - Alert the coaches if a swimmer that was not in the final but moves up to the final or becomes an alternate
- Watch for potential swim off situations

Event 20 Boys 14 & Under 100 LC Meter Freestyle

	Name	Age	Team	Seed Time	Prelim Time	FINA	
Preliminaries							
1	De Silva, Thinula	14	Club Warriors	57.35	56.36	q576	
2	Sieluzycki, Tristan	14	Etobicoke Swimming	55.62	56.61	q569	
3	Li, Jack	14	Oakville Aquatic Club	56.16	56.64	q568	
4	Stojanovic, Jacob	13	Cobra Swim Club	57.56	56.71	q566	
5	Park, Lucas H	14	Crest Swimming	56.49	56.85	q561	
~~6~~	~~Matteis, Quinn~~	~~14~~	~~Chatham Y Pool Sharks~~	~~56.65~~	~~56.92~~	~~q559~~	Initial
7	Shiffman, Alex	14	Toronto Swim Club	57.28	57.02	q556	
8	Zhang, Edward	14	Burlington Aquatic Devilrays	57.20	57.21	q551	
9	Haba, Hashim	14	Oakville Aquatic Club	57.61	57.26	549	
10	McMann, Preston	14	Nepean Kanata Barracudas	57.28	57.31	548	
11	Abrams, Gerrit P		Upper Canada Swim Club	56.92	57.47	543	
12	Murack, Geoffrey		Newmarket Stingrays	56.96	57.55	541	
13	Bryer, William	14	Oakville Aquatic Club	57.95	57.87	532	
~~14~~	~~Zander, Maksimas~~	~~14~~	~~Mississauga Aquatic~~	~~57.25~~	~~57.94~~	~~530~~	Initial
15	Marra, Luca	14	Etobicoke Swimming	57.73	57.95	530	
16	Bouwman, Leif	14	North York Aquatic Club	57.82	58.01	528	
17	Scholtz, Ernst	13	Oakville Aquatic Club	57.51	58.11	526	
18	Timmins, Jensen	14	Oakville Aquatic Club	57.86	58.32	520	

swimmer is now in final

RULES DESCRIBING SWIM OFFS

<u>SW 3.2.3</u> *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.*

PRELIMS – SWIM OFFS

Swim-Offs - Canada

<u>CSW 3.2.3.1</u> *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.*

<u>CSW 3.2.3.2</u> *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.*

<u>CSW 3.2.3.3</u> *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 their 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.

Event 21 Girls 14 & Under 200 LC Meter Butterfly

	Name	Age	Team	Seed Time	Prelim Time	FINA
Preliminaries						
1	McIntosh, Summer	12	Etobicoke Swimming	2:20.51	2:21.30	q640
~~2~~	~~Sava, Helen Anne~~	~~13~~	~~Ramac Aquatic Club~~	~~2:25.15~~	~~2:21.80~~	~~q633~~
3	Burnett, Devon P	14	Etobicoke Swimming	2:21.93	2:24.99	q592
~~4~~	~~Thomas, Erika~~	~~14~~	~~Barrie Trojan Swim Club~~	~~2:26.78~~	~~2:25.81~~	~~q583~~
5	Gulyas, Greta	13	Ramac Aquatic Club	2:32.16	2:26.07	q579
6	Forrester, Katie	14	Oakville Aquatic Club	2:24.06	2:26.88	q570
7	Bansal, Noor	14	Mississauga Aquatic	2:27.69	2:28.03	q557
*8	Yalikun, Nafeisha	13	Etobicoke Swimming	2:27.60	2:29.10	q545
*8	Gormley, Breckin	14	Carleton Place Water Dragons	2:24.79	2:29.10	q545
Swim-Off Required						
~~*10~~	~~Daigle, Elsa S~~	~~14~~	~~Toronto Swim Club~~	~~2:28.74~~	~~2:30.95~~	~~525~~
*10	Bertrim, Ali G	14	Sudbury Laurentian Swim Club	2:27.95	2:30.95	525
Swim-Off Required						
12	Marovino, Katie	14	Etobicoke Swimming	2:27.98	2:31.03	524
13	Masic, Ema	13	Etobicoke Swimming	2:29.37	2:31.18	523
*14	Pain, Katie	14	Kingston Blue Marlins	2:33.62	2:31.38	521
*14	Raymond, Victoria	13	Etobicoke Swimming	2:29.71	2:31.38	521
16	Yeo, Chiok Sze	14	Markham Aquatic Club	2:33.02	2:32.15	513
17	Nguyen, Rachel	12	Etobicoke Swimming	2:33.81	2:33.71	497
18	Scott, Martha	14	Swim Ottawa	2:27.66	2:34.66	488

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE - FINALS

SEEDING of SEMI-FINALS and FINALS

<u>SW 3.2.4</u> *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.*

<u>SW 3.2.5</u> *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.*

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.

WORKING A SESSION RECAP

BEFORE WARM-UP

- 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 WARM-UP

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 Package: 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 WARM-UP

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 WARM-UP

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 WARMUP

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’’

BRIEFING WITH REFEREE / MEET MANAGER

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

BRIEFING WITH REFEREE / MEET MANAGER

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

- Prelims
  - Marshall swimmers
  - Post results from prelims
  - Process scratches for finals
  - Manage Swim-Offs
- Finals
  - Ready room checkin or marshall swimmers
  - Manage No shows with alternates

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) Inform swimmers of their heat and lane
b) disqualify swimmers for undisciplined acts
c) check swimmers into the marshalling area
d) Call officials to attention for the start
e) appoint assistants
f) receive the official relay team form from team officials

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 Package 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 their 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 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 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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