CHEFRECORDER B RECORDER

September 1, 2023







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 Chief Recorder and Recorder.
- Develop an understanding for the r and Recorder.



or your skills as a swimming official. erstanding of the rules of the Chief

3. Develop an understanding for the role and key duties of the Chief Recorder



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.
- Computer friendly in this job you will be working with a swimming software application (Hy-Tek or Splash).







CHEFRECORDER RECORDER



OVERVIEW OF THE ROLE OF CHIEF RECORDER

Manager or Splash) to:

- Record and post results.
- Set-up swim-off and official split events.
- Score an event.
- Know if a record time is set.
- Re-seed heats and events (if requested) by Referee and/or Meet Manager).



You will use the computerized swimming competition software (Hy-Tek's Meet

On deck experience, working in the meet office or with the CFJ/CJE is the best way to learn this position.



BEFORE THE MEET

- Become familiar with the Meet Information Package and any information concerning scoring.
- Arrive one hour before meet starts or as requested by meet management. Ensure equipment and supplies are available, including record forms.
- Have a briefing with the referee upon arrival.
- Determine roles if more than one person is working as Chief Recorder and/or Recorder
- Confirm where and how results are to be posted.
- Identify the Office Manager, Chief Finish Judge or Chief Judge Electronics, Computer Input Person, and Referee(s).





RULES RELATED TO THE ROLE OF CHIEF RECORDER

II.2.11.1 The Chief Recorder is responsible for checking results from computer printouts or from results of times and placing in each event received from the Referee. The Chief Recorder shall witness the Referee's signing the results.

II.2.12.1 The Recorders shall control withdrawals after the heats or finals, enter results on official forms, list all new records established and maintain scores where appropriate.





DURING THE SESSION MANUAL MEET

time for each swimmer's race.

- The Chief Recorder will input each time for each swimmer into Hy-Tek or • Splash.
- Results for the event will then be printed as per the Meet Information Package gender and age group.
- Include scratches, DQs, and exhibition swims so the total swimmers in the ulletresults equals the number of swimmers listed in the psych sheets.
- The CFJ will then confirm that all times for each swimmer are inputted correctly. Results can then be posted/signed as directed by the Meet Manager or Referee.





If this is a manual meet, the Chief Finish Judge (CFJ) will determine the official





DURING THE SESSION ELECTRONICS MEET USING CJE

If this is a meet with automatic timing **and** a Chief Judge Electronics (CJE) is responsible for determining the official times for each swimmer:

- The CJE will make decisions on whether to use the touch pad time by observing the touch at the finish of the race.
- Any adjustment of times will be processed by the electronics operator as • directed by the CJE.
- The Chief Recorder or Recorder will then access the times through Hy-Tek or Splash to produce results at the end of each event.





DURING THE SESSION ELECTRONICS MEET USING CFJ

If this is a meet with automatic timing and a Chief Finish Judge (CFJ) is responsible for determining the official times for each swimmer:

- The CFJ will access the times for each heat through Hy-Tek or Splash.
- Any adjustment of times will be processed by the Chief Recorder or Recorder as directed by the CFJ.
- The Chief Recorder or Recorder will then produce results at the end of each event.



DURING THE SESSION ELECTRONICS MEET - RESULTS

When the event is completed, the results will be printed as per the Meet Information Package – gender and age group:

- Include scratches, DQs, and exhibition swims so the total swimmers in the • results equals the number of swimmers listed in the psych sheets.
- The CFJ will then confirm that the results are correct.
- Results can then be posted/signed as directed by the Meet Manager or ● Referee.





RESULTS RELATED TO TIMING

II.11.4 Should a swimmer be disqualified during or following an event, such disqualification should be recorded in the official results, but no time or place shall be recorded or announced.

II.11.5 In the case of a relay disqualification, legal splits up to the time of the disqualification shall be recorded in the official results.

II.11.6 All 50 metre and 100 metre splits shall be recorded for lead-off swimmers during relays and published in the official results.



POSTING RESULTS

no time.

Rachel H. 12 (e.g.)

For relays, legal splits up to the time of the DQ shall be entered.

(e.g.) ABC 1.10.66 1. Andrea H.

2. Laurie G.

swimmer will be entered in the results.



- A swimmer who has been disqualified shall be listed at the end of the results with
 - CASC DQ
 - - 2.19.89 DQ
 - 3. Ruth M.
 - 4. Suzanne D.
- If the third swimmer was disqualified, all times up to and including the second

OFFICIAL SPLIT TIMES

for an interval shorter than the total distance, shall be official under the following conditions and may be used for entry or record purposes:

- The Referee/Meet Management must be advised prior to commencement of the (i) published event.
- The swimmer must complete the full distance of the published event. (ii)
- The official split shall be reported as a separate non-scoring event in the meet results. (iii) In the case of a disqualification, legal splits up to the time of the disqualification shall
- (iv) be recorded in the official results.
- An Official Split cannot be requested for the first swimmer in a Mixed Relay event. (\vee) (see II.10.10).

the Meet information Package.





II.C13.3.3.1 A time achieved by a swimmer while swimming any part of a individual event

II.C13.3.3.2 Information on the process for requesting Officials Splits will be outlined in



OFFICIAL SPLIT TIMES

If an official split is requested, the Chief Recorder will be notified by the Administration Desk:

- A separate event will be created to record the Official Split Time.
- The results will be managed as per any other individual event but will be a non-scoring event in the meet results.
- The first leg of a relay is considered as a race in itself so official times must be posted with the results.
- No official time is allowed for the lead-off swimmer of mixed relays. ullet





SCORING & AWARDS

to be used at the competition.

- This information can be found in the Meet Information Package and by confirming with the Meet Manager.
- The Chief Recorder shall verify the final points are accurate.
- Team scores are posted as soon as possible, thus stimulating spirit and performance.
- The top ten men, women and combined team points as well as individual • records shall be published.





The Chief Recorder and/or Recorder must be familiar with the scoring system

AFTER THE MEET

- Ensure the Meet Manager has a total of all Individual and Team scoring for the Award Presentation at the end of the meet.
- Confirm that all results are complete, signed and posted.
- Confirm that the paperwork for any records is complete.
- Return all score sheets, Chief Finish Judge reports, electronics tapes, etc. to the office for safe keeping.
- Tidy up the area you were working in.



SEEDING A TIMED FINAL EVENT



SEEDING A TIMED FINAL EVENT

- Most regional meets and time trials are swum as Timed Final events. ● • Swimmers swim together senior seeded with boy and girls and all age groups
- together.
- Most seeding is done prior to the start of the meet by the meet management • team.
- The Chief Recorder or Recorder posts the results by gender and age groups ulletas per the Meet Information Package.
- The Chief Recorder and/or Recorder may work with the Meet Manager or the • Administration Desk to seed events, process scratches and add deck entry swimmers to the Meet Management software (Hy-tek or Splash).
- Therefore a good understanding of Scratches and Deck Entry rules and procedures, including those stated in the Meet Information Package is important.



SEEDING A TIMED FINAL EVENT

II.C3.5 Timed Final Events

Timed 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 timed finals must be so designated in the Meet Information Package.

II.C3.5.1 Timed 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).

II.C3.5.2 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.

* Please note that some PSOs no longer allow 2 per lane swimming.





SEEDING IN ACTION

Seeding Timed Finals: 8 lane pool

	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

II.3.1.1.6 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.





RULES FOR SCRATCHES

the Provincial Section or stated in the Meet Information Package.

Information Package.





- **II.C3.7 Scratches, Substitutions, & Deck Entries** (applies to local Provincial Meets)
 - **II.C3.7.1** 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
 - **II.C3.7.2 Heats & Finals:** Scratch Deadlines shall be clearly stated in the Meet
 - **Timed Final Events**: For individual events or relays that are timed finals, the Scratch Deadlines shall be clearly stated in the Meet Information Package.
 - **II.C3.7.3** Penalties: Penalties for failure by a swimmer to scratch from preliminaries, finals, or timed final events shall be clearly stated in the Meet Information Package.









SCRATCHES TIMED FINAL EVENTS

For Timed Final events, scratches will be received by the Chief Recorder from the Administration Desk, however, the swimmer's name will not be removed from the event.

- When results are posted the swimmer's name will be listed as DNS at the bottom of the results.
- Scratching before the stated deadline avoids the penalties as stated in the Meet Information Package.







RULES DESCRIBING DECK ENTRIES

II.C3.7 Scratches, Substitutions, & Deck Entries (applies to local Provincial Meets)

II.C3.7.5 Deck Entries may be allowed for registered swimmers, shall be clearly stated in the Meet Information Package and shall be classified as Exhibition swims.

- The Chief Recorder will receive any deck entries from the Administration entry form.
- The Referee, CFJ/CJE, Chief Timekeeper/Lane Timekeepers should be notified of the deck entry.



Desk and enter the swimmer into the event/heat/lane as indicated on the deck

The deck entry will be listed at the bottom of the results as an exhibition swim.



RULES DESCRIBING RELAYS

II.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.

II.C10.10.1 Members of a relay team shall be registered with their PS and members of the same club.







RULES DESCRIBING RELAYS

II.10.14 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.

II.C10.14.1 Unattached swimmers shall not participate in relay events. per event.



- **II.C10.14.2** A swimmer shall compete as a member of only one relay team



RULES DESCRIBING RELAYS

II.C10.14.3 The deadline for submitting the members of a relay team and their order of competing shall be clearly stated in the Meet Information Package.

II.C10.14.4 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.

II.C14.3.2.6 In age-group relays, one (1) or two (2) swimmers may be from a younger age group. In such cases, the swimmer(s) may swim in both their own age-group relay as well as in one or more older agegroup relays.







RELAYS

The Chief Recorder and/or Recorder will:

- Ensure that "relay only" swimmers don't swim in other events.
- Ensure that "unattached swimmers" do not swim in relays.
- Ensure that a swimmer shall compete as a member of only one relay team per event.
- Interchanges of members between heats and finals are allowed. ullet
- Including swimmers in an older age-group event is only permitted in relays, ulletnot individual events.





RULES DESCRIBING RELAY NAME CHANGES

II.C3.7.4 'Name Change' Deadlines: 'Name Change' deadlines for relays should be clearly stated in the Meet Information Package and announced at the Coaches Technical Meeting.

- Once the relay name deadline has passed, the Chief Recorder or Tek/Splash.
- Heat sheets with the updated names will then be printed, approved by the session referee, copied and distributed to all officials and Coaches.



Recorder will confirm that any names changes have been updated in Hy-



PRELIMINARIES AND FINALS



PRELIMS AND FINALS

Some Regional meets may have Prelims and Finals (or Heats and Finals):

- Swimmers will race in the morning during the Prelims/Heats and the fastest swimmers will swim in the evenings for Finals.
- Some Regional meets may have the preliminary sessions seeded for the entire event.
- The Chief Recorder will need to seed the Finals for the Finals session and print the heat sheets.
- Some Regional/National meets will seed each session as the event progresses. This process will be addressed in a separate clinic.







SEEDING

Psych sheets are produced once all entries are received and confirmed. Entry times are used to determine order of swimmers for seeding. **Preliminaries**:

Normally circle seeded, slowest to fastest.

Some events may be Timed Finals ie. 800/1500s:

- Normally seeded slowest to fastest, no circle seeding, sometimes fastest to slowest (distance events).
- Slower heats may be swum during prelims and the Fastest heats in Finals.





SEEDING HEATS

II.3.1 Heats

II.3.1.1 The best competitive times of all entrants for the announced qualifying period prior to the entry deadline of the competition, shall be submitted on entry forms or online, as requested, and listed in order of time by the Management Committee. Swimmers who do not submit official recorded times shall be considered the slowest and shall be placed at the end of the list with a 'no time'. Placement of swimmers with identical times or of more than one swimmer without times shall be determined by draw. Swimmers shall be placed in lanes according to the procedures set forth in II.3.1.2 below. Swimmers shall be placed in trial heats according to submitted times in the following manner:





SEEDING HEATS

II.3.1.1.1 If one heat, it shall be seeded as a final and swum only during the final session.

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



SEEDING HEATS – CIRCLE SEEDING

II.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.

II.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. 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.

II.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 II.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 II.3.1.2 below.





SEEDING IN ACTION – CIRCLE SEEDING

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

	Lane	8	7	6	5	4
Swimmer #	Heat 1	24	18	12	6	3
Swimmer #	Heat 2	23	17	11	5	2
Swimmer #	Heat 3	22	16	10	4	1

	Lane	8	7	6	5	4
Swimmer #	Heat 1		30	28	26	25
Swimmer #	Heat 2	24	18	12	6	3
Swimmer #	Heat 3	23	17	11	5	2
Swimmer #	Heat 4	22	16	10	4	1



3	2	1
6	10	14
5	9	13

II.3.1.1.2 – 16 swimmers only

3	2	1
9	15	21
8	14	20
7	13	19

II.3.1.1.3 – 24 swimmers only

3	2	1
27	29	
9	15	21
8	14	20
7	13	19

II.3.1.1.4 - 27 or more swimmers



SEEDING HEATS – 400/800/1500 EVENTS

II.3.1.1.5 For 400m, 800m and 1500m events, the last two heats of the event shall be seeded in accordance with II.3.1.1.2.

II.C3.1.1.5.1 Seeding information for the 400m, 800m, and 1500m events shall be clearly stated in the Meet Information Package.





PRELIMINARY RESULTS



PRELIMINARY RESULTS

Results for preliminary events are posted by gender and age groups as indicated in the meet package.

- Results will indicate the cut off for A finals, B finals if occurring and the alternates.
- Any swim-offs will be swum during the preliminary session so that heat sheets for finals may be processed.







RESULTS FOR PRELIMINARY EVENTS

2007 CRWTC - Large Teams - 24 Results	옷을 위해 집에 있는 것은 것을 것 것 같아. 것은 것에 안 것 것 같아.	NAGER 0:38 AM 24/05/2008 F 2007	Page 1		AA - AAA Invitation Pointe-Claire 2 Centre Aquatique de Pointe-Claire			
er Breaststroke Age Team	Seed Time	Prelim Time	Event 131		Girls, 50m Freestyle			13 - 14
 13 Etobicoke Swimming 12 Whitby Dolphins Swim Club 13 Vaughan Aquatic Club 12 North York Aquatic Club 13 North York Aquatic Club 12 Whitby Dolphins Swim Club 12 Etobicoke Swimming 12 Cobra Swim Club 13 Scarborough Swim Club 14 Etobicoke Swimming 15 Etobicoke Swimming 16 Etobicoke Swimming 17 Etobicoke Swimming 18 Scarborough Swim Club 19 Vaughan Aquatic Club 	1:31.67 1:35.38 1:36.62 1:36.84 1:39.41 1:39.97 1:42.28 1:42.11 1:44.34 1:44.85 1:44.77	1:30.99 1:34.69 1:35.62 1:35.66 1:38.74 1:38.96 1:41.25 1:41.25 1:43.33 1:43.54 1:43.66	2016-12-11 - 9:48 Points: FINA 2015 Rank 1. DHILLON Saiva 2. COLMAN Olivia 3. BERRY-STAVROPOULOS 4. BENDER Morgan 5. VIOLIN Laila 6. MARCHAND Melissa 7. HINSPERGER Kate 8. KANE Maggie 9. TOWNSEND Jordan 10. CHARLAND S.	Age 13 14 514 13 13 14 14 13 14 13	AA 13+ Burlington Aquatic Devilrays Burlington Aquatic Devilrays Pickering Swim Club Hollyburn Swim Team Burlington Aquatic Devilrays Club de natation Megophias Club Warriors Mount Pearl Marlins Pointe-Claire Swim Club Club de Natation Torpille	Seed Time 28.57 28.99 29.70 29.10 29.05 29.50 30.12 30.01 29.75 30.28	Time 28.70 29.25 29.29 29.33 29.39 29.41 29.45 29.47 29.57 29.60	Pts 530 A 501 A 499 A 497 A 497 A 497 A 494 A 493 A 491 A 491 A 490 A 485 A 483 A
 12 Etobicoke Swimming 13 Scarborough Swim Club 12 North York Aquatic Club 13 Whitby Dolphins Swim Club 13 North York Aquatic Club 	1:44.94 1:45.03 1:44.45 NT 1:47.79	1:43.66 1:44.56 1:45.65 1:45.69 1:46.56	11. LIU Katherine 12. LABELLE Kaitlyn 13. BAYLON Jenina Andrea NEIL Alex 15. AUDET Penelope 16. BOURDIN Daria	14 14 14 14 14 13	Club Warriors Pointe-Claire Swim Club Pickering Swim Club Poseidon Swim Club Pointe-Claire Swim Club C.N. Dollard-des-Ormeaux	29.43 29.88 29.86 30.26 30.49 30.76	29.61 29.65 29.80 29.80 29.84 29.86	483 B 481 B 474 B 474 B 472 B 471 B
 12 Cobra Swim Club 12 Etobicoke Swimming 13 Scarborough Swim Club 12 Whitby Dolphins Swim Club 12 Cobra Swim Club 12 Whitby Dolphins Swim Club 13 Whitby Dolphins Swim Club 14 Whitby Dolphins Swim Club 15 Sambarauch Surim Club 	1:47.07 1:49.41 1:48.63 1:51.69 1:52.44 1:55.08 NT 1:59.89	1:46.99 1:48.74 1:49.36 1:50.23 1:51.22 1:54.08 1:56.32 1:59.45 2:06.22	17. DESROCHES Noemie 18. VISCOTCHI Alexandra 19. NICHOLSON-JODOIN S. 20. STOKES Victoria A 21. BOSLEY Sawyer K 22. PARKS Zoe 23. SO Samantha 24. NOGARD Sydney L 25. STEVENS Alicia	13 14 13 14 13 14 14 13 13	Club de Natation Torpille C.N. Dollard-des-Ormeaux Pointe-Claire Swim Club St. John's Legends ROC Swimming Burlington Aquatic Devilrays Markham Aquatic Club Golden Horseshoe Aquatic Club Oakville Aquatic Club	29.87 29.39 31.84 29.97 29.69 29.53 30.15 29.57 30.50	29.88 29.89 29.90 29.92 29.96 29.98 30.03 30.04 30.10	470 B 470 B 469 B 468 B 466 R 465 R 463 R 463 R 463 R 463 R
13 Scarborough Swim Club 12 North York Aquatic Club	NT 2:09.03	2:06.33 2:08.63	26. PEETSMA Emily 27. MALKI Zahra	14 13	Burlington Aquatic Devilrays C.N. Dollard-des-Ormeaux	30.32 30.62	30.19 30.22	456 454

) 2007 CRWTC - Large Teams - 24/ Results	요즘 방법에 많은 것은 것을 많은 것을 가지 않는 것을 알았다. 것은 것을	NAGER 0:38 AM 24/05/2008 Page 1 2007			AA - AAA Invitation Pointe-Claire 2 Centre Aquatique de Pointe-Clair			r with s
Event 92 Boys 12-13 100 SC Met	ter Breaststroke Age Team	Seed Time	Prelim Time	Event 131 2016-12-11 - 9:48		Girls, 50m Freestyle AA 13+		13 - 14 Results P	
Ivame Preliminaries 1 Jara, Fabian 2 Land, Will A 3 Ge, Patrick 4 Turnock, Jeffrey 5 Topuz, Ozgu 6 Roberton, Kyle P 7 Helmus, Mark 7 Kang, Sunveer 9 Park, Kevin 10 Figueiredo, Lino 11 Swail, Jason 11 Khit, Semyon 13 Han, Patrick 14 Jaegerman, Andres 15 McBride, Mathew 16 Ozguven, Emre 17 Komadina, Victor 18 Constantin, Nicolas 19 Rowe, Michael 20 Malcolmson, David 21 Beckles, William	AgeTeam13Etobicoke Swimming12Whitby Dolphins Swim Club13Vaughan Aquatic Club12North York Aquatic Club13North York Aquatic Club12Whitby Dolphins Swim Club12Etobicoke Swimming12Cobra Swim Club13Scarborough Swim Club14Etobicoke Swimming15Etobicoke Swimming16Etobicoke Swimming17Vaughan Aquatic Club18Scarborough Swim Club19Scarborough Swim Club11Scarborough Swim Club12North York Aquatic Club13North York Aquatic Club14North York Aquatic Club15Cobra Swim Club161217Etobicoke Swimming18North York Aquatic Club19North York Aquatic Club11North York Aquatic Club12Cobra Swim Club13Scarborough Swim Club14Etobicoke Swimming15Scarborough Swim Club161217Scarborough Swim Club18Scarborough Swim Club19Scarborough Swim Club11Scarborough Swim Club12Whitby Dolphins Swim Club13Scarborough Swim Club14Scarborough Swim Club15Scarborough Swim Club16Scarborough Swim Club17Scarborough Swim Club18Scarborough Swim Club<	1:31.67 1:35.38 1:36.62 1:36.84 1:39.41 1:39.97 1:42.28 1:42.11 1:44.34 1:44.85 1:44.77 1:44.94 1:45.03 1:44.45 NT 1:45.03 1:44.45 NT 1:47.79 1:47.79 1:47.07 1:49.41 1:48.63 1:51.69 1:52.44	1:30.99 1:34.69 1:35.62 1:35.66 1:38.74 1:38.74 1:38.96 1:41.25 1:41.25 1:43.33 1:43.66 1:43.66 1:43.66 1:45.65 1:45.65 1:45.69 1:46.56 1:48.74 1:49.36 1:50.23 1:51.22	2016-12-11 - 9:48 Points: FINA 2015 Rank 1. DHILLON Saiva 2. COLMAN Olivia 3. BERRY-STAVROPOUL 4. BENDER Morgan 5. VIOLIN Laila 6. MARCHAND Melissa 7. HINSPERGER Kate 8. KANE Maggie 9. TOWN SEND Jordan 10. CHARLAND S. 11. LIU Katherine 12. LABELLE Kaitlyn 13. BAYLON Jenina Andrea NEIL Alex 15. 15. AUDET Penelope 16. BOURDIN Daria 17. DESROCHES Noemie 18. VISCOTCHI Alexandra 19. NICHOLSON-JODOIN S 20. STOKES Victoria A 21. BOSLEY Sawyer K	13 13 14 14 13 14 13 14 14 14 14 14 13 13 13 14	AA 13+ Burlington Aquatic Devilrays Burlington Aquatic Devilrays Pickering Swim Club Hollyburn Swim Team Burlington Aquatic Devilrays Club de natation Megophias Club Warriors Mount Pearl Marlins Pointe-Claire Swim Club Club de Natation Torpille Club Warriors Pointe-Claire Swim Club Pickering Swim Club Pickering Swim Club Poseidon Swim Club Pointe-Claire Swim Club C.N. Dollard-des-Ormeaux Club de Natation Torpille C.N. Dollard-des-Ormeaux Pointe-Claire Swim Club St. John's Legends ROC Swimming	Seed Time 28.57 28.99 29.70 29.10 29.05 29.50 30.12 30.01 29.75 30.28 29.43 29.43 29.88 29.88 29.88 29.88 30.26 30.26 30.49 30.76 29.87 29.39 31.84 29.97 29.69	Time 28.70 29.25 29.29 29.33 29.39 29.41 29.45 29.47 29.57 29.60 29.61 29.65 29.80 29.80 29.80 29.80 29.80 29.80 29.84 29.86 29.88 29.89 29.89 29.90 29.90	501 A 499 A 497 A 494 A 493 A 491 A 490 A 485 A 483 A 483 B 481 B 481 B 474 B 474 B 474 B 474 B 474 B 474 B 470 B 470 B 470 B
22 Forster, Dakota D 23 McCallum-Jesty, Geordi 24 Sgandurra, Fabian J 25 Andrew, Joshua 26 Critchley, Jack	 12 Whitby Dolphins Swim Club 13 Whitby Dolphins Swim Club 12 Whitby Dolphins Swim Club 13 Scarborough Swim Club 12 North York Aquatic Club 	1:55.08 NT 1:59.89 NT 2:09.03	1:54.08 1:56.32 1:59.45 2:06.33 2:08.63	22. PARKS Zoe 23. SO Samantha 24. NOGARD Sydney L 25. STEVENS Alicia 26. PEETSMA Emily 27. MALKI Zahra	14 14 13 13 14 13	Burlington Aquatic Devilrays Markham Aquatic Club Golden Horseshoe Aquatic Club Oakville Aquatic Club Burlington Aquatic Devilrays C.N. Dollard-des-Ormeaux	29.53 30.15 29.57 30.50 30.32 30.62	29.98 30.03 30.04 30.10 30.19 30.22	456







SWIM-OFFS

- If a swim-off is required, the Chief Recorder will create a separate event. Once the swim-off is completed, the swim-off results are posted as a
- separate event.
- For the purposes of creating the finals heat sheets, the results maybe reprinted with the swim-off positions included. These results are not posted.
- The Chief Recorder or Recorder should confirm that when the finals heat sheets are created the swimmers from the swim-off are in the proper order.



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SEEDING A FINALS SESSION



SCRATCH DEADLINE

The scratch deadline is 30 minutes after the last preliminary event is completed and is announced for all to hear.

- Any Timed Final events in Prelims are not included in determining the scratch deadline.
- Once the scratch deadline passes, all scratches are processed and swimmers who have scratched are removed from swimming in the Finals heats.
- Hy-Tek and Splash will create the Finals start lists as set up in the program. Confirm with the Meet Information Package that A & B finals are correct for the events.
- The fastest heats for any Timed Finals event will be included in the Finals session or as indicated in the Meet Information Package.





RESULTS FOR FINALS

- Results are posted for only the events that are swum during the Finals session.
- No other swimmers from the morning session are included in the posted results for Finals.
- If an event is a Timed Final and the fastest heats swam during Finals, the full results will be posted. Some swimmers in the morning session may have swum faster than the swimmers in the Finals session.







ALTERNATES AND FINALS

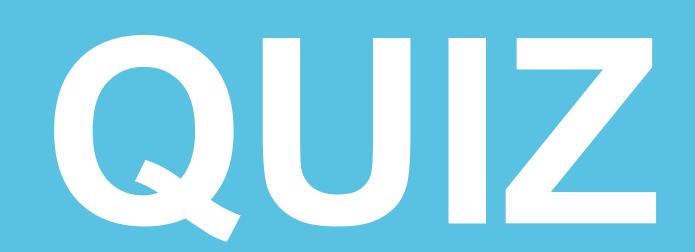
- If a swimmer listed in the heat sheet does not arrive to swim in a Finals heat, an alternate may replace the missing swimmer.
- If an alternate swims, the Chief Recorder should confirm that the proper swimmer is listed in the final results.





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that are correct):

- question the Chief Finish Judge's report if appropriate a)
- refer all contentious decisions to the Chief Finish Judge or Referee for resolution b) list disgualified swimmers on the result sheet C)
- resolve, on their own, contentious decisions about scoring d)
- compile a list of results from the preliminary heats for display as soon as possible e)
- include split times in results whenever possible for individual events as well as **f**) relays
- compare final results with current records and prepare record application forms **g**) h) publish deck-entered swims as exhibition swims



The **Chief Recorder and Recorder** have the authority/ responsibility to (choose all



In a 10 & Under Girls Freestyle event, the results have been published correctly if they read:

\sim	1 Swimmor A	0	Too
a)	1. Swimmer A	9	Tea
	2. Swimmer B	8	Tea
	3. Swimmer C	10	Tea
	4. Swimmer D	7	Tea
	5. Swimmer E	9	Tea
	6. Swimmer F	10	Tea
b)	1. Swimmer A	9	Tea
	2. Swimmer B	8	Tea
	3. Swimmer C	10	Tea
	4. Swimmer D	7	Tea
	5. Swimmer E	9	Tea
	5. Swimmer F	10	Tea
C)	a. b		

U) a, D



- am A
- am B
- am C
- am A
- am B
- am C
- am A
- am B
- am C
- am A
- am B
- am C

- 1:20.21 1:20.63
- 1:21.59
- 1:22.02
- 1:22.59
- 1:22.59
- 1:20.21
- 1:20.63
- 1:21.59
- 1:22.02
- 1:22.59 TIE
- 1:22.59 TIE



In a 11 & 12 Boys 100m Backstroke event if they read: a) 1. Swimmer A 12

a) 1.	Swimmer A		Team A	1:38.62
2.	Swimmer B	11	Team B	1:40.01
	Swimmer C		Team C	1:40.30 DQ
З.	Swimmer D	11	Team A	1:40.33
4.	Swimmer E	11	Team B	1:42.41
5.	Swimmer F	11	Team C	1:43.02
b) 1.	Swimmer A	12	Team A	1:38.62
2.	Swimmer B	11	Team B	1:40.01
3.	Swimmer C	11	Team C	1:40.33
4.	Swimmer D	11	Team A	1:42.41
5.	Swimmer E	11	Team B	1:43.02
	Swimmer F	12	Team C	DQ
c) 1.	Swimmer A	12	Team A	1:38.62
2.	Swimmer B	11	Team B	1:40.01
3.	Swimmer C	11	Team C	1:40.33
4.	Swimmer D	11	Team A	1:42.41
5.	Swimmer E	11	Team B	1:43.02
6.	Swimmer F		Team C	1:40.30DQ



In a 11 & 12 Boys 100m Backstroke event, the results have been published correctly



In a 13 & 14 Girls 100m Breaststroke event, the results have been published correctly if they read: a) 1. Swimmer A 13 Team A 1:20.21

a)	1. Swimmer A	13
	2. Swimmer B	14
	3. Swimmer C	13
	4. Swimmer D	14
	5. Swimmer E	13
	6. Swimmer F	14
b)	1. Swimmer A	13
	2. Swimmer B	14
	3. Swimmer C	13
	4. Swimmer D	14
	4. Swimmer E	13
	5. Swimmer F	14
C)	1. Swimmer A	13
	2. Swimmer B	14
	3. Swimmer C	13
	4. Swimmer D	14
	4. Swimmer E	13
	6. Swimmer F	14



Team B Team C Team A Team B Team C

1	:20.21	
1	:20.63	
1	:21.59	
	:22.10	JD
_	:22.10	
-	:23.42	
-		
٦	:20.21	
1	:20.63	
1	:21.59	
1	:22.10	
1	:22.10	
1	:23.42	
1	:20.21	
1	:20.63	
1	:21.59	
1	:22.10	TIE
	:22.10	
	:23.42	



The following Relay results are published correctly if they read:

- a) 1. Team A 1:02.27 2:01 1:01.65 2:03 2. Team B 2:01 b) 1. Team A 1.02.27 2:02 2. Team B 1:00.54 c) 1. Team A 2:01 1:02.27 2. Team B 1. Team A 1:02.27 d) 1:00.54 2. Team B a, c, d e)
- f) all of the above



	4:04.02	3:03.84	.83
	4:07.72	3:05.19	3.42
	4:04.02	3:03.84	.83
DQ	4:09.35		2.61
	4:04.02	3:03.84	.83
DQ			
	4:04.02		



DQ

When setting up the scores for a meet, the **Recorder** should (choose all that are correct):

- get the method of scoring from the rule book ONLY a)
- get the method of scoring from the Meet Package b)
- create an original system for scoring points C)
- award points to swimmers who are disqualified d)
- award points to swimmers who fail to equal or better the qualifying times award team points to Unattached swimmers
- e) **f**)
- award NO points to Exhibition swimmers **g**)
- when two swimmers are tied, award them each one-half the total available points h)





If a swimmer's official time is slower than the qualifying time for the event, it is termed a "failed swim". How are "failed swims" indicated on the official results (choose all that are correct):

- swimmers with "failed swims" are 'red-circled' a)
- swimmers with "failed swims" are omitted from the official results b)
- "FS" is marked beside each swimmer's time C)
- at the bottom of the results, a dashed line separates swimmers with achieved d) times versus failed swims
- a failed swim is indicated with an "x" e)





The results of exhibition swims should be recorded:

- in a separate category (event) at the end of all the results for the meet a) at the end of the results for each event and marked 'X' b)
- on the time card only (ex. should not be included in official results) C)





CONGRATULATIONS

You have now completed the Chief Recorder and Recorder Clinic. Your next task is to obtain experience.

You will be required to mentor in the Chief Recorder and Recorder position and be comfortable in the role.

Gaining experience in this position will help you as you learn the Meet Manager, Chief Finish Judge and Administration Desk positions.







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