



ADMINISTRATION DESK HEATS & FINALS

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 understanding of the role and key duties of the **Administration Desk** official.
3. Review what is required for a Heats and Finals Meet.

ROLE OF THE ADMINISTRATION DESK



II.C2.17 Administration Desk (formerly “Clerk of Course”)

The Administration Desk

II.C2.17.1 May be responsible for “checking in” swimmers at the marshaling area prior to each event;

II.C2.17.2 May have control of the swimmers from the time they are checked in until they are turned over to the Referee;

II.C2.17.3 May have full charge of the working deck insofar as control of the swimmers is concerned. They 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 their control;



HEATS AND FINALS

HEATS AND FINALS MEET



These are generally championship meets as they allow for preliminary heats in the morning followed by finals at night.

- The Meet Information Package will state whether there is going to be A and B finals or just A finals.
- The evening finals may incorporate a Call Room where swimmers are marshaled prior to their final event or there may be a requirement of a positive check in to confirm that all swimmers are available and ready to race their event.

HEATS AND FINALS MEET ADMINISTRATION DESK DUTIES



Your duties will include those in a Timed Final meet as well as:

- Managing scratches and scratch deadline.
- Managing swim-offs.
- Managing check-ins for finals, late scratches, no shows at finals / reserves.
- Accepting relays names as stated in the Meet Information Package.
- Providing protest forms to Coaches if requested.



SCRATCHES

RULES DESCRIBING THE DUTIES OF THE ADMINISTRATION DESK



II.C2.17 Administration Desk (formerly “Clerk of Course”)

The Administration Desk

II.C2.17.7 Maintains a record of scratches for timed finals, preliminaries and finals and provides the information to the meet office so that heat sheets may be produced.

- The Administration Desk is responsible for receiving all scratches from the Coaches on the appropriate scratch form.

SCRATCHES IN ACTION



Scratch forms may be colour coded to indicate Prelims or Finals/Timed 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
						<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"/>	

RULES FOR SCRATCHES



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 the Provincial Section or stated in the Meet Information Package.

II.C3.7.2 Heats & Finals: Scratch Deadlines shall be clearly stated in the Meet Information Package.

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.

HEATS AND FINALS



SCRATCH DEADLINES will be clearly stated in the Meet Information Package for preliminary heats and finals

- The scratch deadline for evening final events will be announced after the preliminary events have ended (30 minutes).
- The Administration Desk will need to manage any scratches received up until the scratch deadline.
- 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 into a final heat or an alternate spot. You may be asked to alert the Coach if this occurs.
- Watch for potential swim-off situations due to scratches.

SCRATCHES AND PENALTIES



- When receiving scratches at a competition with penalties for late scratches remind Coaches of need to pay penalties by the established deadlines.
- If a swimmer fails to swim in their event, (No Swim - NS) the Administration Desk will be responsible for collecting the payment for the penalty.
- A swimmer may not be able to swim in their finals, next event or relay events until the penalty is paid.

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		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, Iensen	14	Oakville Aquatic Club	57.86	58.32	520

swimmer is
now in final



SWIM-OFFS

RULES DESCRIBING THE DUTIES OF THE ADMINISTRATION DESK



II.C2.17 Administration Desk (formerly “Clerk of Course”)

The Administration Desk

II.C2.17.6 May be asked to coordinate swim-offs and inform all those involved.

RULES DESCRIBING SWIM-OFFS



II.3.2 Semi-finals and Finals

II.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 may be a 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 may 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




II.C3.2.3.1 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.

II.C3.2.3.2 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. Times achieved in a swim-off shall be recorded in the official results.

II.C3.2.3.3 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 FORM EXAMPLE





SWIM OFF FORM

FORMULAIRE DE BRIS D'ÉGALITÉ

Event / Épreuve # _____ Stroke/Nage : _____ Distance : _____ for/pour _____ place

	Swimmer's Name / Nom du Nageur(se)	Club	Accept / Acceptez	Lane / Couloir	Decline / Déclin	JD place
1	_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
2	_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
3	_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

☐ Schedule of Swim Off / Horaire de nage: _____

☐ No swim-off required due to scratches / Pas besoin de nager à cause des forfaits

☐ Swim-off declined / Déclin du Bris d'égalité (JD position if necessary)

Clerk of Course to inform Referee/Commission and give to Recorder/Scorer to be completed

Completed form to be included in package to Referees

For Office Use
Only

☐ Clerk _____

☐ Informed
Referee and
Commission

☐ Hy-Tek _____

☐ Heat Sheets
done &
distributed

☐ JD completed
after swimoff in
Hy-Tek by R/S

☐ No swimoff

SWIM-OFFS IN ACTION



- When results are received and swim-offs identified, the Administration Desk may be asked to help coordinate the swim-offs.
- Coaches will be asked to report to the Administration Desk and will be asked if their swimmer will participate in the swim-off. Their response should be made without knowing the other swimmer's/Coach's decision.
- They may decline without penalty. It will be considered that they have lost the swim-off. Should both swimmers decline the swim-off, the "winner" will be determined by a draw.

SWIM-OFFS

IN ACTION (cont'd)



- If there is going to be a swim-off, the Administration Desk will inform the Referee and a time agreeable to the swimmers and Referee will be decided.
- The Administration Desk will assign lanes to each swimmer in which to swim and inform them of the lane and when the swim-off will occur.
- The Administration Desk will inform the Chief Recorder or Recorder to create the swim-off event and electronics will be made aware of the new event.
- Heat sheets for the swim-off will be printed and distributed to all involved officials: Referee, Starter, Stroke Judges, ITs, Timekeepers etc.

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



PROTEST FORMS

PROTEST FORMS



- Protests forms are kept at the Administration Desk.
- If a Coach wishes to protest a disqualification, they will request a protest form from the Administration Desk.
- Give the Coach the form and inform the Referee and Meet Manager that a protest form has been requested.



QUIZ

QUESTION 1



The **Administration Desk** has the authority/responsibility to (choose all that are correct):

- a) inform swimmers of their heat and lane
- b) check swimmers into the marshalling area
- c) receive the official relay team form from the team officials
- d) all of the above

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 submitted their relay names with the **Administration Desk**:

- a) last minute changes may be made until the deadline as stated in the Meet Information Package
- b) last minute changes may be made if reported to the Lane Timekeeper
- c) changes may be made until the Referee blows their first whistle

QUESTION 4



Times achieved in a swim-off will (select all that are correct):

- a) elevate the swimmer up in the results ranking
- b) count as a record
- c) will be recorded in the official results

QUESTION 5



In a pre-seeded meet in which only two swimmers remain in a heat after scratches, the **Administration Desk** shall:

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

QUESTION 5



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 6



If you are working the **Administration Desk** you should be on deck:

- a) at the start of the races
- b) 30 minutes before the start of warm ups
- c) at a time indicated by the Meet Management
- d) at the start of warm ups

QUESTION 7



If swimmers are deck entered in an event they should be entered as

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

CONGRATULATIONS



You have now completed the **Administration Desk** Clinic for Heats and Finals.

Your next task is to obtain deck experience.

You will be required to be mentored and be comfortable in making decisions before requesting deck evaluations. To be certified in the **Administration Desk** position you must complete two deck evaluations.



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