

MARSHAL
CLERK OF COURSE

and

CHECK STARTER

CANDIDATE NOTES & WORKSHEETS

After attending this course you must complete all of the requirements listed in the log sheets for these three positions

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MSA Rules applicable to these positions are SW 2.4, SW 2.14A, and SW 2.20M

Officials for Swim Meets

When swimmers enter to compete in a swim meet their names will be listed in the program of events under those events they have entered. The names will appear either in pre-seeded heats (heat seeded events) or in a continuous list from slowest to fastest regardless of sex (deck-seeded events).

From the time they are called for their events till they start swimming they may have contact with three different officials. They are in order of contact, the **Marshal(s)**, the **Clerk(s) of Course** and finally the **Check Starter**.

As you will see from the detailed list of duties, each of these officials has a different but never the less important role.

Checklist of Duties common to Marshals, Clerks of Course and Check Starters

- Arrive at the pool at least 30 minutes before the scheduled start of the meet, that is the advertised time for the start of the first event on the program.
- Collect a copy of the program from the Meet Director.
- Report to the Meet Referee
- Liaise with the designated official regarding the roster for their duties, i.e. how many of them will do each job and when.
- Ask this official whether swimmers will be given a laminated heat / lane card or metal disk if the program has 50m events in a 50m pool, or 25m events in a 25m pool

Check Starter shall

- **Ensure swimmers are seated or standing behind the lane they are to swim in immediately after the start of the previous heat, and they are in the correct heat.**
- After a technical false start, recheck competitors are in the correct heat and lane
- Any check-starting problems that cannot be resolved are to be reported to the Event Referee immediately.

Clerk of Course (deck seeding only) shall

- Collect swimmers from the Marshalling Area with the swimmer in the furthest lane first (1 to 8 or 8 to 1), two to three heats before the completion of the heat currently being swum (less often for events of 400m and over).
- **Check the swimmers are in the right event, correct heat and in lane order.**
- Escort swimmers to the starting end of the pool. Note this end may change depending on whether the event is one lap or longer.
- When electronic timing is being used remind swimmers that they must not hold onto the end wall when they have finished their race. Instead they must move at least 1 metre back down their lane rope.

Marshal (deck seeding only) shall

- Place swimmers in heats as per Deck Seeding (page 6).
- Direct swimmers to be seated in their allocated row until called by the Clerk of Course.

Heat Seeding

Competitors must swim in their listed heat and lane to avoid recording errors.

The program and heats are drawn-up before the meet. The competitors' names will be listed in the printed program of events in heats and lanes, with the slowest heat first and the fastest heat last, as follows:

Event 9 50m Freestyle

Heat 3 of 17

1	Margaret Yeats	W66	NCK	1:50.00
2	Dassana Raffellini	W47	NWG	1:30.00
3	Joan Morganson	W82	QMM	1:15.00
4	Ernie Emmettville	M84	NNC	1:10.00
5	Bridget Cookson	W62	NWG	1:10.00
6	Victoria Hazeldean	W83	NWG	1:07.00
7	Gisela Weschler	W47	NCR	1:06.00
8	Judy Garland	W53	NET	1:03.00

Heat 4 of 17

1				
2	Beatrice Swenson	W67	NCS	59.00
3	Kay Nebules	W62	NCK	58.00
4	Patricia McKenzie	W61	NCK	55.00
5	Ethel Bridles	M47	NCR	55.00
6	Margaret Davison	W79	NGS	54.00
7	Irene Cornwell	W70	NET	53.00
8	Sandra McDowell	W65	NWG	51.00

In Heat-seeded events

Swimmers shall self-marshall,

i.e. they will need to watch the call board closely to ensure they are seated in the chairs behind the starting blocks before the heat before the one they are swimming in has started.

Clerks of Course

may be used to pre-check swimmers are in the correct lane and heat as they are seated prior to be the next heat to swim.

Check Starters

must ensure swimmers are seated or standing behind the lane they are to swim in immediately after the start of the previous heat, and they are in the correct heat.

After a technical false start, recheck competitors are in the correct heat and lane.

Immediately report any check-starting problems that cannot be resolved to the Event Referee.

Note

The appendices 1 to 2 following are attached for your reference and should only be referred to when needed in your branch.

The Worksheet must be completed.

Marshal / Clerk of Course / Check Starter Worksheet

There may be more than one correct answer. Circle all correct answers.

1. The above officials must report 30 minutes before the scheduled start of the meet to
 - the marshalling area/table
 - the Meet Director
 - the Meet Referee
 - the Chief Timekeeper

2. What is expected of the swimmers in a heat seeded event?
 - They report to the Marshalling area in plenty of time
 - They watch the call board closely to know when to go to the starting area
 - They are seated in the chairs behind the starting blocks before the heat before the one they are swimming in has started.

3. In a heat seeded event which of the following might a Clerk of Course do?
 - Collect the swimmers from the marshalling area
 - Escort the swimmers to the starting end of the pool
 - Check the swimmers are in the right event, correct heat and in lane order.
 - When electronic timing is being used remind swimmers that they must not hold onto the end wall when they have finished their race. Instead they must move at least 1 metre back down their lane rope.

4. Which of the following must the Check Starter do?
 - ensure swimmers are in their correct heat and behind the correct lane.
 - after a technical false start, ensure swimmers are in their correct heat and lane.

 - advise the Event Referee if there are empty lanes in a deck seeded heat.

Answer following questions only if you will be asked to a deck seeded meet

5. Who must check the seating in the marshalling area?
 - the Check Starter
 - the Marshals
 - the Clerk of Course

6. Who allocates the swimmers to heats?

- the Announcer
 - the Recorder
 - the Clerk of Course
 - the Marshal
7. Swimmers will be collected from the marshalling area by the
- Marshal
 - Event Referee
 - Clerk of Course
 - Check Starter

Appendix 1

Deck Seeding (used for smaller meets and longer events)

Marshal's Duties

Whenever possible, **two Marshals will work together**. They will decide which of them will do the duties as follows.

- Liaise with the Announcer to call swimmers to report to the Marshalling Area (the number of swimmers or heats called up will depend on the time it will take to swim each heat. For example you may only call 2 heats of an 800m event but would need to call many more heats for a 50 metre event.
- Check competitors as per the program.
- Ensure competitors remain in the Marshalling Area until collected by the Clerk of Course.
- Ensure all checked competitors are passed to the Clerk of Course.
- Ensure that event recording cards that are not collected are bundled together, marked **DNS** and returned to the Recorder.
- Any problems in the Marshalling area that cannot be resolved are to be reported to the Meet Referee immediately.

Marshalling Area for Meets

The Marshals shall report to the Meet Director early to check the seating area for marshalled swimmers is set up like the following example:

Heats →	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
	1	1	1	1	1	1	1	1	1	1
↑	2	2	2	2	2	2	2	2	2	2
l	3	3	3	3	3	3	3	3	3	3
a	4	4	4	4	4	4	4	4	4	4
n	5	5	5	5	5	5	5	5	5	5
e	6	6	6	6	6	6	6	6	6	6
s	7	7	7	7	7	7	7	7	7	7
↓	8	8	8	8	8	8	8	8	8	8

The horizontal strings of the same numbers represent rows of adjacent seats, with as many rows as you will need to marshal heats at any one time, say 10 heats for 50 metre events.

Lane chairs should be numbered to assist swimmers

The vertical series of numbers 1 to 8 represents the number of lanes you will be using for the competition. The example above shows 10 heats (bold underlined numbers) with 8 competition lanes. Each series of 1 to 8 represents the swimmers in a single heat. During an event the lane rows do not change.

The number of rows of chairs can be varied for less heats or more or less lanes.

Depending on the placement of the Marshalling Area and which direction the swimmers will move off in, the heats can be numbered from left to right or right to left. Likewise it may be necessary for lane 8 to move off first, in which case the lane seats would be numbered in the reverse order, 8 to 1.

As one heat is taken from the Marshalling Area by one of the Clerks of Course, all the remaining swimmers move across one seat in their row (to the left in the above example). A new heat is then added to the now empty vertical row of chairs.

The competitors will be listed in the printed program of events from slowest to fastest time in each event with a progressive number next to them. The slowest swimmer is number 1 and fastest swimmer is the highest number listed in that event, as follows:

Event 4 100m Freestyle				
1	Hilda Belfield	W87	NHL	4:20.00
2	Ernie Zimmett	M84	NNC	3:20.00
3	John Grady	M85	NWG	3:20.00
4	Joan Morton	W82	QMM	2:50.00
5	Victoria Falls	W83	NWG	2:26.00
6	Bridget Bardot	W62	NWG	2:20.00
7	John Howarthphenson	W67	NCS	2:12.00
8	Terry Franco	M68	NML	1:41.00
9	Mary Munro	W46	NCS	1:41.00
10	Michael Stonham	M66	NML	1:41.00
11	Pauline Barrell	W48	NML	1:40.00
12	Warren Randall	M61	NCB	1:40.00
13	Erin Collingsworth	W25	NCK	1:24.00
14	Geoffrey Jackson	M58	NMS	1:22.00
15	Dianne Coledale	W57	NNC	1:20.00
16	Phillip Murcatt	M54	NCK	1:20.00
etc to fastest swimmer				

In Deck-Seeded events the Marshals shall:

- Ask the **Announcer** to call up swimmers in groups eg the first 20 swimmers 1 to 20. The number called at any one time will be less for long distance events (about 2 heats) and more for short events (say 10 heats for 50 metre events).
- Place the swimmers in heats and lanes; giving the slowest swimmer Heat 1 Lane 1 and

the next swimmer Heat 1 lane 2 and so on until all the lanes in Heat 1 are filled. (As the swimmers are allocated heats and lanes one Marshal will write the heat and lane next to the swimmer's name on the printed program and the other Marshal will write the heat and lane on the swimmer's event recording card).

- For events other than a 50m event in a 50m pool or a 25m event in a 25 metre pool, the swimmer's event recording card is given to the swimmer.
- For 25m events in a 25m pool / and 50m events in a 50m pool the event recording cards are given to the Runner to take to the Timekeepers and a laminated heat/lane card or a metal disk is given to the swimmer. These cards / disks can be colour coded to more easily distinguish the heats.
- The swimmers must hand their cards / disks to the Check Starter who ensures the heats and lanes are correct.
- When the first heat has been filled, the next swimmer will be allocated Heat 2 Lane 1 and so on, through the heats **until there are about 20 swimmers left**.
- A preliminary roll call is then done to see how many swimmers are left to swim. Ideally the last 2-3 heats will have equal numbers of competitors, so divide those who are left into heats of equal numbers. If there are less swimmers in a heat than there are lanes leave the outside lanes empty. For example 6 swimmers in an 8 lane pool would be allocated lanes 2,3,4,5,6, and 7.
- If a swimmer reports to the Marshal after the heat they should have been in has been filled, they can be allowed to swim in a later heat, **provided the last heat of the event** has not been placed in the hands of the Starter, or has already swum.

Relays

- In 4 x 25m and 4 x 50m relays each team's 2nd and 4th swimmer should be seated separately to the teams 1st and 3rd swimmer so they can be escorted to the other end of the pool.

Appendix 2

Heat Seeding two swimmers to a lane (see Rule SW 3.6M)

When two heats are being swum together, that is two swimmers are to swim in the same lane in events of 400 metres or longer, Rule SW 3.6M applies (see page 8).

The Marshals will need to check two heats (an odd and an even) in parallel to:

- Ensure males and females are being swum in separate events or in small meets in separate lanes
- Check each swimmer to ensure they are not:
 - swimming a form stroke, or
 - attempting a record.

If either of the above applies, they are to be put in a lane by themselves.

- If the odds and even heats are being started at opposite ends ensure all swimmers know which end of the pool they will start from.
- When all heats are starting from the same end of the pool advise the swimmers that odd heats will start swimming on the left side of the black centre line and even heats on the right side of the centre line and that they are not to cross the black centre line.

If it is decided to combine the last heat of the women's event with the first heat of the men's event see the note over the page for small meets.

Marshalling two heats in parallel (must be deck-seeded)

The list of deck-seeded swimmers will be similar to the following:

Event	1	400m Freestyle				Heat	Lane
1	Hilda Lindfield	W87	NHL	14:20.00		1	1
2	Helen Emery	W84	NNC	13:20.00		2	1
3	Jean Wilson	W85	NWG	8:20.00		1	2
4	Joan Morgans	W82	QMM	7:50.00		2	2
5	Victoria Hazelgrove	W83	NWG	7:26.00		1	3
6	Bridget Cook	W62	NWG	7:20.00		2	3
7	Janice Loranz	W75	NCK	6:55.00		1	4
8	Betty Stent	W67	NCS	6:52.00		2	4
9	Terri Fitzpatrick	W68	NML	6:51.00		1	5
10	Michele Samuel	W66	NML	6:48.00		2	5
11	Pauline Barnard	W48	NML	6:46.00		1	6
12	Wendy Rapp	W61	NCB	6:45.00		2	6
13	Erin Cole	W25	NCK	6:44.00		3	1
14	Grace Jones	W58	NMS	6:32.00		4	1
15	Dianne Clarence	W57	NNC	6:28.00		3	2
16	Phillippa Murray	W54	NCK	6:25.00		4	2
etc to fastest swimmer							

The objective is for the heats that start together to finish close to one another. Instead of marshalling the first 6 swimmers in Heat 1 when there are 6 competition lanes the Marshals would allocate swimmers to Heats and Lanes as above. To save time the Meet Director may ask the Marshals to put swimmers 13 and 14 in lane 2; 15 and 16 in lane 3, and so on, and ask the Referee to start heats 3 and 4 when the swimmers in heats 1 and 2, other than the swimmers 1 and 2 in lane 1, have finished their races, that is the starts will be staggered.

At small meets

To save time, it may be decided to swim some of the female swimmers and some of the males in the same heats. It is imperative the Marshals ensure they do not schedule a male and a female to swim in the same lane. For example the race(s) may be swum with 2 females in lanes 1, 2 and 3 and 2 males in the rest of the lanes.

Two to a Lane exercise

The competition is using 8 lanes of the pool. You are marshalling the Women's 400m Freestyle two heats in parallel. That is the first swimmer will start in Heat 1 Lane 1 and the next swimmer and closest in time to the first will start in Heat 2. Note both heats will be swum together so the objective is for them to finish as close as possible to one another.

Write the heat and lane, you will allocate them to, next to the name of each of the following swimmers.

Event 1 Womens 400m Freestyle

Swimmers program details					<u>Heat</u>	<u>Lane</u>
1	Hilda Lindfield	W87	NIL	14:20.00		
2	Helen Emmett	W84	TOC	13:20.00		
3	Jean Gwillim	W85	QWC	8:20.00		
4	Joan Morgans	W82	QMX	7:50.00		
5.	Mona Lisa	W87	WET	7:25.00		
6	Bridget Cook	W62	NWC	7:20.00		
7	Janice Lorang	W75	VIC	6:55.00		
8	Bubs Staunton	W67	SUN	6:52.00		
9	Terri Fitzhenry	W68	NBN	6:51.00		
10	Michele Samuel	W66	NRL	6:48.00		
11	Pat Barnyard	W48	NAP	6:46.00		
12	Wendy Rapper	W61	CAX	6:45.00		
13	Erin Cola	W25	VAX	6:44.00		
14	Grace Jones	W58	SMS	6:32.00		
15	Dianne Clarence	W57	WMW	6:28.00		
16	Phillippa Murtle	W 54	TAN	6.25.00		
etc						

Clerk of Course

The Clarification to Rule SW 3.6.3M “The Clerk of Course should advise swimmers not to cross the black centre line” imposes this added responsibility on the Clerks of Course.

They will need to check two heats (an odd and an even) in parallel to:

- Ensure males and females are being swum in separate events or at small meets where male and female heats may be combined, there is not a male and a female listed to swim in the same lane.
- If the Clerk of Course finds a male and a female in the same lane they must send the male back to the Marshal immediately so the problem can be resolved.
- Check each lane to ensure neither of the two swimmers
 - is swimming a form stroke, or
 - is attempting a record.

If either of the above applies, immediately send the swimmer who is not swimming a form stroke or attempting a record back to the Marshal to be placed in another heat. If the above applies to both swimmers, send one back to ask the Marshal to put them in a lane by themselves.

- If the odds and even heats are being started at opposite ends ensure all swimmers are taken to the correct end of the pool.
- Ensure they know which side of the lane they will be swimming on and advise them: **they must not cross the black centre line or they will be disqualified for not remaining in the lane they started in.**

The **Check Starter** must ensure swimmers start on the correct side of the right lane in the right heat.