



CLERK OF THE COURSE CLINIC

January 30, 2017

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 the course
 3. Develop and understand for the role and key duties of the clerk of the course

PREFERRED PREREQUISITES



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

THE PROFICIENT SWIMMING OFFICIAL



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

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

THE PROFICIENT SWIMMING OFFICIAL (cont'd)



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

QUALITIES OF THE CLERK OF THE COURSE



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

CLERK OF THE COURSE DUTIES



OVERVIEW FOR THE ROLE OF CLERK OF THE 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.

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

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

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE

SW 2.4.1 *The clerk of the course shall assemble swimmers prior to each event.*

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

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE

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

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

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE

CSW 2.4.2.1

a) Shall be responsible for “checking in” swimmers at the marshaling area prior to each event;

b) Shall have control of the swimmers from the time they are “checked in” until they are turned over to the referee;

c) Shall have full charge of the working deck insofar as control of the swimmers is concerned. He/she shall report Undisciplinatory acts to the referee and shall make an infraction report to the referee of any swimmer who engages in an Undisciplinatory act while under his/her control;

POSITIVE CHECK-IN IN ACTION



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

DECK ENTRIES IN ACTION



- Deck Entries:
 - 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.

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



CSW 2.4.2.1 (cont'd)

d) Shall have the authority, if instructed by the referee, to scratch swimmers who fail to report to the marshaling area when their heat or event is called for marshaling;

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

f) In pre-seeded meets, he/she may be given the authority by the referee to combine heats and move swimmers from one heat to another.

RULE 2.4.2 IN ACTION



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

RULE 2.4.2 IN ACTION



- Scratches:

SCRATCH FORM
FORMULAIRE DE FORFAIT
PRELIMINAIRES/PRELIMINAIRES

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 _____

INFORMATION NEEDED



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

INFORMATION NEEDED



Meet program

Entry Card

Event	Stroke	Distance	Age Group	Sex	Start	End	Heat	Lane	Time
100m Freestyle	Freestyle	100m	13-14	M	10:00	10:15	1	1	1:00.00
100m Freestyle	Freestyle	100m	13-14	F	10:15	10:30	1	1	1:05.00
200m Freestyle	Freestyle	200m	13-14	M	10:30	10:45	1	1	2:00.00
200m Freestyle	Freestyle	200m	13-14	F	10:45	11:00	1	1	2:10.00
400m Freestyle	Freestyle	400m	13-14	M	11:00	11:15	1	1	4:30.00
400m Freestyle	Freestyle	400m	13-14	F	11:15	11:30	1	1	4:45.00
800m Freestyle	Freestyle	800m	13-14	M	11:30	11:45	1	1	9:00.00
800m Freestyle	Freestyle	800m	13-14	F	11:45	12:00	1	1	9:15.00
1600m Freestyle	Freestyle	1600m	13-14	M	12:00	12:15	1	1	18:00.00
1600m Freestyle	Freestyle	1600m	13-14	F	12:15	12:30	1	1	18:15.00
3200m Freestyle	Freestyle	3200m	13-14	M	12:30	12:45	1	1	36:00.00
3200m Freestyle	Freestyle	3200m	13-14	F	12:45	13:00	1	1	36:15.00
6400m Freestyle	Freestyle	6400m	13-14	M	13:00	13:15	1	1	72:00.00
6400m Freestyle	Freestyle	6400m	13-14	F	13:15	13:30	1	1	72:15.00
12800m Freestyle	Freestyle	12800m	13-14	M	13:30	13:45	1	1	144:00.00
12800m Freestyle	Freestyle	12800m	13-14	F	13:45	14:00	1	1	144:15.00

Event	Stroke	Distance	Age Group	Sex	Start	End	Heat	Lane	Time
100m Freestyle	Freestyle	100m	13-14	M	10:00	10:15	1	1	1:00.00
100m Freestyle	Freestyle	100m	13-14	F	10:15	10:30	1	1	1:05.00
200m Freestyle	Freestyle	200m	13-14	M	10:30	10:45	1	1	2:00.00
200m Freestyle	Freestyle	200m	13-14	F	10:45	11:00	1	1	2:10.00
400m Freestyle	Freestyle	400m	13-14	M	11:00	11:15	1	1	4:30.00
400m Freestyle	Freestyle	400m	13-14	F	11:15	11:30	1	1	4:45.00
800m Freestyle	Freestyle	800m	13-14	M	11:30	11:45	1	1	9:00.00
800m Freestyle	Freestyle	800m	13-14	F	11:45	12:00	1	1	9:15.00
1600m Freestyle	Freestyle	1600m	13-14	M	12:00	12:15	1	1	18:00.00
1600m Freestyle	Freestyle	1600m	13-14	F	12:15	12:30	1	1	18:15.00
3200m Freestyle	Freestyle	3200m	13-14	M	12:30	12:45	1	1	36:00.00
3200m Freestyle	Freestyle	3200m	13-14	F	12:45	13:00	1	1	36:15.00
6400m Freestyle	Freestyle	6400m	13-14	M	13:00	13:15	1	1	72:00.00
6400m Freestyle	Freestyle	6400m	13-14	F	13:15	13:30	1	1	72:15.00
12800m Freestyle	Freestyle	12800m	13-14	M	13:30	13:45	1	1	144:00.00
12800m Freestyle	Freestyle	12800m	13-14	F	13:45	14:00	1	1	144:15.00

RULE 2.4.2 IN ACTION



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

ACTION REQUIRED



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

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



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 or alcohol is not allowed.

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



SW 10 RELAYS

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

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

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



RELAYS (continued)

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

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

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

RELAYS IN ACTION



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

RELAYS IN ACTION



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

RELAYS IN ACTION



RELAY FORM <small>*Relay team members in order they will swim</small>		
FORMULAIRE DE RELAIS <small>*Les membres de l'équipe de relais dans l'ordre où ils/elles nageront</small>		
HEATS/SÉRIES		
Club Équipe	_____	
Event Épreuve #	Heat Série #	Lane Coulis #
Order Ordre	Swimmer's Name Nom du Nageur(s)	Age Âge
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
Signature	_____	
Time/Heure	_____	
No Changes after checking in / Aucun changement après le contrôle		

RELAY FORM <small>*Relay team members in order they will swim</small>		
FORMULAIRE DE RELAIS <small>*Les membres de l'équipe de relais dans l'ordre où ils/elles nageront</small>		
FINALS/FINALES		
Club Équipe	_____	
Event Épreuve #	Heat Série #	Lane Coulis #
Order Ordre	Swimmer's Name Nom du Nageur(s)	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



AGE GROUP SWIMMING RULES

CSWAG 1.1.4 When an 'Individual' event is designated as age group, only swimmers in that age group shall be eligible to compete in that event.

CSWAG 1.1.5 A swimmer may only compete in that swimmer's own age group. If an event is not offered in that swimmer's age group, the swimmer may enter that same event in the senior category, should it be offered in the meet program.

CSWAG 1.1.6 In a meet where both age-group and senior events are offered, an age group swimmer may swim in either section, but not a combination; except that when the swimmer is entered in the age- group competition, the swimmer may also swim in senior events that are not offered in the swimmer's age group.

CSWAG 1.1.7 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 age-group relays.

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



SW 3 SEEDING of HEATS, SEMI-FINALS, and FINALS

SW 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 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 SW 3.1.2 below. Swimmers shall be placed in trial heats according to submitted times in the following manner:

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



SEEDING of HEATS

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

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

SW 3.1.1.3 If three heats, except 400m, 800m, and 1500m events, the fastest swimmer shall be placed in the third heat, next fastest in the second, next fastest in the first. The fourth fastest swimmer shall be placed in the third heat, the fifth in the second heat and the sixth fastest in the first heat, the seventh fastest in the third heat, etc.

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



SEEDING of HEATS

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

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

SEEDING IN ACTION



• Seeding Heats:

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

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

SEEDING IN ACTION



• Seeding Heats:

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

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

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

SEEDING IN ACTION



• Seeding Heats:

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

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

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



SEEDING of HEATS

SW 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.

SW 3.1.1.7 Where a 10 lane pool is available and equal times are established for the 8th place in the heats of 800m and 1500m Freestyle events, lane 9 will be used with a draw for lane 8 and lane 9. In case of three (3) equal times for 8th place, lane 9 and 0 will be used with a draw for lane 8, 9, and 0.

SW 3.1.1.8 Where a 10 lane pool is not available, SW 3.2.3 will apply.

800/1500 IN ACTION



• 800m/1500m:

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

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



SEEDING of HEATS

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

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



SEEDING of HEATS

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

CSW 3.1.3.1 Qualifying times shall be established by Swimming Canada or the PS and must be achieved by the swimmer before entering a meet.

CSW 3.1.3.2 Seeding procedures and conversion of times information, if conversions are permitted, are to be stated in the Meet Information.

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



SEEDING of SEMI-FINALS and FINALS

SW 3.2.1 In the semi-finals, heats shall be assigned as in SW 3.1.1.2.

SW 3.2.2 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.

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

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



Swim-Offs - Canada

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

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

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

SWIM-OFFS IN ACTION



Swim-Offs - Canada

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

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



SEEDING of SEMI-FINALS and FINALS

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

SW 3.2.5 For heats, semi-finals and finals, swimmers must report to the First Call Room no later than 20 minutes prior to the start of their event. After inspection, swimmers proceed to the final call-room.

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



CSW 3.4 Time-Final Events

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

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

SEEDING IN ACTION



• Seeding Time – Finals:

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

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

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



CSW 3.5 Time Trials

CSW 3.5.1 Class One Sanctioned Time Trial (Sanctioned Record attempts)

- (i) A Class One Time Trial is reserved for sanctioned record attempts. Such time trials shall be advertised at least three days prior to the attempt in order for a record to be recognized or accepted;
- (ii) No advertising is necessary for record attempts at sanctioned meets;
- (iii) The Time Trial shall be held in public and shall meet the minimum requirement of a PS;
- (iv) No coaching is permitted during the record attempt.

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



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

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

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

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

RULES DESCRIBING THE DUTIES OF THE CLERK OF COURSE



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

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

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

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

WORKING A SESSION



BEFORE THE SESSION



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

BEFORE THE SESSION



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

BEFORE THE SESSION



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

BEFORE THE SESSION



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

BEFORE THE SESSION



- Obtain the required materials:
 - Other information: You may be requested to collect information concerning contact information during the competition, hotel room reservation, car reservations, etc.
- There may be someone completing these tasks prior to the start of the competition but these responsibilities may be shifted to the clerk of the course once the competition has started. Coaches will present themselves to the Clerk of the Course on deck as this seems to be the "central information desk"

BEFORE THE SESSION



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

BEFORE THE SESSION



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

DURING THE SESSION



- Marshaling and march-ons:
 - Swimmers may be marshaled 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.

DURING THE SESSION



- Awards:
 - As Clerk of the Course you may be asked to distribute awards. Coaches and swimmers may also ask you where the awards are being distributed.

DURING THE SESSION



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

AFTER THE SESSION



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

CONGRATULATIONS



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

Your next task is to obtain deck experience.

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

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

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

