RECORDER/SCORER CLINIC (DESK CONTROL)

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 recorder/scorer
  3. Develop an understanding for the role and key duties of the recorder/scorer

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

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.

RECORDER/ SCORER DUTIES

OVERVIEW OF THE ROLE OF RECORDER/SCORER

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

On deck experience, working in the meet office or with the Chief Finish Judge is the best way to learn this position.

RULES RELATED TO THE ROLE OF RECORDER/SCORER

SW 2.12.1 *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 referees signing the results.*

SW 2.12.1 IN ACTION

1. Before the Meet

- Become familiar with meet package and how meet will be scored
- Arrive one hour before meet starts
- 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 at desk control
- Confirm where and how results are to be posted
- Identify Office Manager, Chief Finish Judge, Computer Input Person, Chief Judge Electronics and Referee(s)

SW 2.12.1 IN ACTION

2. During Preliminaries

- Receive and process Chief Finish Judge's reports of each event
- Ensure a list is compiled of event finals in accordance with the meet package, including the two highest ranking alternates
- Ensure a complete list is compiled of all performances achieved in preliminaries for posting

SW 2.12.1 IN ACTION

2. During Preliminaries

Hy-Tek's MEET MANAGER 0:38 AM 24/05/2008 Page 1

2007 CRWTC - Large Teams - 24/02/2007 to 25/02/2007

Results

Event 92 Boys 12-13 100 SC Meter Breaststroke

Name	Age	Team	Seed Time	Prelim Time
Preliminaries				
1 Jara, Fabian	13	Etobicoke Swimming	1:31.67	1:30.99
2 Land, Will A	12	Whitby Dolphins Swim Club	1:35.38	1:34.69
3 Ge, Patrick	13	Vaughan Aquatic Club	1:36.62	1:35.62
4 Turnock, Jeffrey	12	North York Aquatic Club	1:36.84	1:35.66
5 Topuz, Ozgu	13	North York Aquatic Club	1:39.41	1:38.74
6 Roberton, Kyle P	12	Whitby Dolphins Swim Club	1:39.97	1:38.96
7 Helmus, Mark	12	Etobicoke Swimming	1:42.28	1:41.25
7 Kang, Sunveer	12	Cobra Swim Club	1:42.11	1:41.25
9 Park, Kevin	13	Scarborough Swim Club	1:44.34	1:43.33
10 Figueiredo, Lino	12	Etobicoke Swimming	1:44.85	1:43.54
11 Swal, Jason	12	Vaughan Aquatic Club	1:44.77	1:43.66
11 Khit, Semyon	12	Etobicoke Swimming	1:44.94	1:43.66
13 Han, Patrick	13	Scarborough Swim Club	1:45.03	1:44.56
14 Jaegerman, Andres	12	North York Aquatic Club	1:44.45	1:45.65
15 McBride, Mathew	13	Whitby Dolphins Swim Club	NT	1:45.69
16 Ozguven, Emre	13	North York Aquatic Club	1:47.79	1:46.56
17 Komadina, Victor	12	Cobra Swim Club	1:47.07	1:46.99
18 Constantin, Nicolas	12	Etobicoke Swimming	1:49.41	1:48.74
19 Rowe, Michael	13	Scarborough Swim Club	1:48.63	1:49.36
20 Malcolmson, David	12	Whitby Dolphins Swim Club	1:51.69	1:50.23
21 Beckles, William	12	Cobra Swim Club	1:52.44	1:51.22
22 Forster, Dakota D	12	Whitby Dolphins Swim Club	1:55.08	1:54.08
23 McCallum-Jetty, Geordi	13	Whitby Dolphins Swim Club	NT	1:56.32
24 Sgandurra, Fabian J	12	Whitby Dolphins Swim Club	1:59.89	1:59.45
25 Andrew, Joshua	13	Scarborough Swim Club	NT	2:06.33
26 Critchley, Jack	12	North York Aquatic Club	2:09.03	2:08.63

AA - AAA Invitation Pointe-Claire 2016
Centre Aquatique de Pointe-Claire

Event 131 — Girls, 50m Freestyle — 13 - 14 years
2016-12-11 - 9:48 — AA 13+ — Results Prelim

Rank		Age		Seed Time	Time	Pts	
1.	DHILLON Saina	13	Burlington Aquatic Dev/rays	28.57	**28.70**	530	A
2.	COLMAN Olivia	14	Burlington Aquatic Dev/rays	28.99	**29.25**	501	A
3.	BERRY-STAVROPOULOS	14	Pickering Swim Club	29.70	**29.29**	499	A
4.	BENDER Morgan	13	Hollybum Swim Team	29.10	**29.33**	497	A
5.	VIOLIN Laila	13	Burlington Aquatic Dev/rays	29.05	**29.39**	494	A
6.	MARCHAND Melissa	14	Club de natation Megophias	29.50	**29.41**	493	A
7.	HINSPERGER Kate	14	Club Warriors	30.12	**29.45**	491	A
8.	KANE Maggie	13	Mount Pearl Marlins	30.01	**29.47**	490	A
9.	TOWNSEND Jordan	14	Pointe-Claire Swim Club	29.75	**29.57**	485	A
10.	CHARLAND S.	13	Club de Natation Torpille	30.28	**29.60**	483	A
11.	LIU Katherine	14	Club Warriors	29.43	**29.61**	483	B
12.	LABELLE Kaitlyn	14	Pointe-Claire Swim Club	29.88	**29.65**	481	B
13.	BAYLON Jenna Andrea	14	Pickering Swim Club	29.86	**29.80**	474	B
	NEIL Alex	14	Poseidon Swim Club	30.26	**29.80**	474	B
15.	AUDET Penelope	14	Pointe-Claire Swim Club	30.49	**29.84**	472	B
16.	BOURDIN Dana	13	C.N. Dollard-des-Ormeaux	30.76	**29.86**	471	B
17.	DESROCHES Noemie	13	Club de Natation Torpille	29.87	**29.88**	470	B
18.	VISCOTOH Alexandra	14	C.N. Dollard-des-Ormeaux	29.39	**29.89**	470	B
19.	NICHOLSON-JODOIN S.	13	Pointe-Claire Swim Club	31.84	**29.90**	469	B
20.	STOKES Victoria A.	14	St. John's Legends	29.97	**29.92**	468	B
21.	BOSLEY Sawyer K.	13	ROC Swimming	29.69	**29.96**	466	R
22.	PARKS Zoe	14	Burlington Aquatic Dev/rays	29.53	**29.98**	465	R
23.	SO Samantha	14	Markham Aquatic Club	30.15	**30.03**	463	R
24.	NOGARD Sydney L.	13	Golden Horseshoe Aquatic Club	29.57	**30.04**	463	R
25.	STEVENS Alicia	13	Oakville Aquatic Club	30.50	**30.10**	460	
26.	PEETSMA Emily	14	Burlington Aquatic Dev/rays	30.32	**30.19**	456	
27.	MALKI Zahra	13	C.N. Dollard-des-Ormeaux	30.62	**30.22**	454	

SW 2.12.1 IN ACTION

2. During Preliminaries

- Best Practices when compiling results:
  - Top page is results listing from Hy-tek or Splash (as in previous slide),
  - Include electronics reports (Quantum, ARES etc) or manual lane sheets (if applicable),
  - Note changes made by Chief Finish Judge, and
  - Include DQ forms.
- Have Chief Finish Judge check changes are entered correctly
- Have Referee sign and accept results

SW 2.12.1 IN ACTION

3. During Finals/Time Finals:

- Receive and process Chief Finish Judge's report for each event
- Ensure a list is compiled of the swimmers in their order of finish for each event
- Assist, where applicable, the Meet Manager in producing a complete list of the results of the meet

RULES RELATED TO THE ROLE OF RECORDER/SCORER

SW 2.12.2 *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.*

SW 2.12.2 IN ACTION

During the meet, the Recorder/Scorer is responsible for:

1. Ensuring the list for finals is complete and accurate including:

- checking that all changes from the deck, Clerk of Course and Referee have been entered (CSW 3.6)
- checking that the results from the Chief Finish Judge and Chief Judge of Electronics are in agreement
- resolving any inconsistencies in results by checking with Referee before results are issued

SW 2.12.2 IN ACTION

2. Checking for records

3. Preparation of accurate and complete record application forms, including obtaining appropriate signatures

4. Issuing the official results for the meet

SEEDING

- The Recorder/Scorer may be asked to seed the Finals session or the following days Preliminaries session.
- The following slides describe the Seeding rules.
- Check the meet package for any special seeding requirements, this will include instructions on how 400 metre events for preliminaries are to be seeded (i.e. top 2 heats circle seeded or top 3 heats circle seeded)
- Only seed the events that need seeding, some may have been pre-seeded.
- Double check the meet program to ensure the seeding was done as expected. If not check the software settings for each Event.

SEEDING

- Seed times from the entries are used to determine order of swimmers.
- Preliminaries
  - Normally circle seeded, slowest to fastest.
- Time Finals
  - Normally seeded slowest to fastest, no circle seeding, sometimes fastest to slowest (distance events)
- Semi-Finals and Finals
- Seeded with fastest swimmer in middle (lane 4 in 8 lane pool)

RULES RELATED TO SEEDING

***SW 3* Seeding of Heats, Semi-Finals and Finals**

The starting stations for all events in Olympic Games, World Championships, Regional Games and other FINA competitions shall be by seeding as follows:

RULES RELATED TO SEEDING (cont'd)

***SW 3.1* Heats**

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

RULES RELATED TO SEEDING (cont'd)

SW 3.1.1.1 *If one heat, it shall be seed 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 RELATED TO SEEDING (cont'd)

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 seed in accordance with SW 3.1.1.3 above. The heat preceding the last three heats shall consist of the next fastest swimmers; the heat preceding the last four shall consist of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted times within each heat, in accordance with the pattern outlined in SW 3.1.2 below.*

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.*

RULES RELATED TO SEEDING (cont'd)

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 shall 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.*

RULES RELATED TO SEEDING (cont'd)

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 the right and left in accordance with the submitted times. Swimmers with identical times shall be assigned their lane positions by draw within the aforesaid pattern.*

RULES RELATED TO SEEDING (cont'd)

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*

"PS" – Provincial Section

RULES RELATED TO SEEDING (cont'd)

SW 3.2 ***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 3.2.4 *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*

RULES RELATED TO SEEDING (cont'd)

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*

SW 3.3 *In other competitions, the draw system will be used for assigning lane positions.*

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).*

RULES RELATED TO SEEDING (cont'd)

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.

SW 3 IN ACTION

1. Heats (SW 3.1)
2. Semi-finals and Finals (SW 3.2)
3. Other Competitions (SW 3.3)
4. Time Final Events (CSW 3.4)
5. Time Trials – CSW 3.5

The Recorder/Scorer may be responsible for the seeding of heats, semi-finals and finals. This job may also fall to the Meet Manager or Clerk as well.

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 RELATED TO SCRATCHES, SUBSTITUTIONS & DECK ENTRIES

CSW 3.6 ***SCRATCHES, SUBSTITUTIONS, & DECK ENTRIES***

CSW 3.6.1 *Once entered in an event, a swimmer who is not an alternate, may only withdraw or "scratch" from the 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. May be allowed at the discretion of the Meet Manager and shall be classified as Exhibition swims*

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

RULES RELATED TO SCRATCHES, SUBSTITUTIONS & DECK ENTRIES

CSW 3.6 ***SCRATCHES, SUBSTITUTIONS, & DECK ENTRIES***

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*

CSW 3.6 IN ACTION

- The Recorder/Scorer may work with the Meet Manager or the Clerk of Course to seed events, process scratches and add in deck entry swimmers to the Meet Management software (Hy-tek or Splash).
- If so, then a good understanding of Scratches and Deck Entry rules and procedures, including those stated in the meet package is important.
- For example, it is important to wait until the scratch deadline is over prior to creating Finals start lists.
- Any add on swimmers that have been included should be brought to the attention of the Referee.

CSW 3.6 IN ACTION

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 _____

RULES RELATED TO SWIM-OFFS

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.*

SWIM-OFFS (cont'd)

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2007 CRWTC - Large Teams - 24/02/2007 to 25/02/2007

Results

Event 97 Girls 14 & Over 50 SC Meter Freestyle

Name	Age	Team	Seed Time	Prelim Time
Preliminaries				
1 Savu, Danica	15	Newmarket Stingrays	33.89	32.09
2 Xiao, Joyce	14	Scarborough Swim Club	33.39	32.88
3 Powell-Brown, Erin	15	Vaughan Aquatic Club	33.25	33.26
4 Ottner, Nicole	14	Etobicoke Swimming	35.29	34.85
5 Topuz, Sirma	16	North York Aquatic Club	37.35	36.36
6 Multas, Camille	14	Newmarket Stingrays	39.48	36.45
7 Kopeschny, Laura	16	Scarborough Swim Club	38.49	36.99
8 Bielas, Nikki	14	Vaughan Aquatic Club	36.62	37.88
8 Keller, Rebecca	15	Vaughan Aquatic Club	38.07	37.88
Swim-Off Required				
10 Sirtak, Jennifer	14	Etobicoke Swimming	NT	39.65
11 Ansari, Tina	14	North York Aquatic Club	NT	39.96
12 El-Nahas, Rana	14	North York Aquatic Club	41.97	40.23
13 Wade, Trista L	15	Whitby Dolphins Swim Club	NT	41.25
13 Dong, Lily	15	Scarborough Swim Club	39.66	41.25

AA - AAA Invitation Pointe-Claire 2016
Centre Aquatique de Pointe-Claire

Event 129, Women, 200m Breaststroke, Prelim

Event 129 — Women, 200m Breaststroke — 15 years and older
2016-12-11 - 9:00 — AA 13+ — Results Prelim

Points: FINA 2015

Rank		Age		Seed Time	Time	Pts		50m	100m	150m	200m
1.	HOLDEN Holly	15	LAC	2:45.52	**2:48.60**	508	A	38.30	1:20.46	2:04.00	2:48.60
2.	YANG Yudi	17	LAC	2:50.64	**2:55.63**	449	A	40.30	1:24.55	2:10.12	2:55.63
3.	MONGRAIN Laurie	18	MEGO	2:48.01	**2:55.75**	448	A	39.11	1:23.53	2:09.49	2:55.75
4.	KELLY Jennifer K	15	SJL	2:59.79	**2:58.75**	426	A	40.82	1:25.99	2:12.43	2:58.75
5.	GOUPIL-VARMOES E.	16	PCSC	2:55.32	**2:59.27**	422	A	40.50	1:25.32	2:11.74	2:59.27
6.	KENNEDY Ellen	15	OAK	3:00.11	**3:00.55**	414	A	41.49	1:27.96	2:14.96	3:00.55
7.	SLAVKOVSKA Tamara	16	OAK	2:52.70	**3:00.77**	412	A	41.70	1:27.94	2:14.22	3:00.77
8.	BARNES Audrey	16	TORP	3:01.82	**3:02.14**	403	A	40.98	1:27.73	2:15.03	3:02.14
9.	BENARD Olivia	15	DDO	3:02.14	**3:03.32**	395	A	41.56	1:28.80	2:16.29	3:03.32
10.	BELL Ryley	16	OSHAC	3:09.65	**3:03.40**	395	?	40.82	1:27.45	2:15.62	3:03.40
	GABEL Grace	15	OSHAC	3:06.79	**3:03.40**	395	?	41.08	1:27.21	2:15.39	3:03.40
12.	MELS-WILLIAMS Kira	15	LAC	2:59.13	**3:05.20**	383	B	41.99	1:28.42	2:16.54	3:05.20
13.	ROMANO Sonia	17	OSHAC	3:12.16	**3:05.44**	382	B	41.84	1:29.06	2:16.92	3:05.44
14.	FAZELI Hiva	16	GHAC	3:09.12	**3:05.64**	380	B	41.64	1:28.80	2:17.25	3:05.64
15.	YOCKELL Laurence	17	ELITE	3:12.33	**3:08.77**	362	B	41.25	1:28.48	2:18.35	3:08.77
16.	MARKEY Hanna P	15	ROCS	3:10.73	**3:09.15**	360	B	42.23	1:30.05	2:19.48	3:09.15
17.	HE Long Xin	16	NN	3:01.33	**3:10.68**	351	B	43.43	1:32.21	2:21.74	3:10.68
18.	MILLER Heather	15	OSHAC	3:17.20	**3:12.26**	342	B	43.63	1:32.03	2:21.97	3:12.26
19.	CAMPBELL Veronica	16	DDO	3:20.15	**3:14.14**	333	B	43.68	1:32.66	2:23.05	3:14.14
20.	PUDDESTER Chloe	15	SJL	3:16.79	**3:18.16**	313	B	44.45	1:34.40	2:25.44	3:18.16
21.	DOBSON Olivia	16	CSL	3:19.37	**3:18.47**	311	R	44.91	1:34.85	2:27.06	3:18.47
22.	CAMPBELL Sydney	15	OAK	3:22.84	**3:21.17**	299	R	45.62	1:38.34	2:30.93	3:21.17
23.	MCCULLA Shannon	17	OSHAC	3:33.14	**3:38.87**	232	R	47.94	1:42.92	2:40.61	3:38.87

RULES RELATED TO SWIM-OFFS (cont'd)

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 the "A" final or "B" final, or to compete in he "B" final (when applicable).*

SW 3.2.3 IN ACTION

- The Recorder/Scorer is the final check for any swim-offs
- Responsible for ensuring the correctness of results being entered
- Check the Chief Finish Judge's results and compare to the electronics or results produced
- Complete swim-off request, advise the Referee and Clerk of Course
- If the Referee requests, advise the teams of when the swim-off will be held
- Ensures swim-off times are published in the results, including appropriate notation that a swim-off is indicated

RULES RELATED TO RELAYS

SW 10.10 *There shall be four swimmers on each relay team. Mixed relays may be swum. 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*

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.*

RULES RELATED TO RELAYS (cont'd)

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.*

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.*

SW 10 IN ACTION

A Recorder/Scorer 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
- Including swimmers in an older age-group event is only permitted in relays, not individual events

RULES RELATED TO TIMING

SW 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.*

SW 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.*

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

SW 11 IN ACTION

A DQ shall be entered with no time given

(e.g.) Rachel H. 12 CASC DQ

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

(e.g.) 0:1:10.66 2:19.89 DQ

1. Andrea H. 3. Ruth M.
2. Laurie G. 4. Suzanne D.

Assume the third swimmer was DQ’d

All times up to and including the second swimmer will be entered in the results

SW 11 IN ACTION (cont’d)

For lead-off swimmers in a relay:

- A record may be set by the first swimmer in a relay
- Three times are required on the first leg of the relay
- The first leg of a relay is considered as a race in itself so official times are taken by three timekeepers at the finish
- Other splits in relays need only the regular one time taken
- No official time is allowed for the lead-off swimmer of mixed relays

RULES RELATED TO CANADIAN RECORDS

CSW 12.19.1 ***CANADIAN RECORDS: A Canadian Record shall be:***

CSW 12.19.1.1 *A performance by a swimmer who is eligible for selection to a National Team representing Canada in the Olympic Games, the Commonwealth Games, the Pan American Games, the World Championships, of any such major international meet, or*

CSW 12.19.1.2 *A performance by a swimmer who is a "permanent resident" by Canadian law and as defined by Aquatics Canada and is registered with Swimming Canada, or*

CSW 12.19.1.3 *A performance by a Canadian club relay team, when all members of the team are eligible to hold Canadian records, are registered with the same club, and are eligible to compete for the club.*

RULES RELATED TO CANADIAN RECORDS (cont'd)

CSW 12.19.2 *A National Relay record is set when all members of the relay team who set the record are members of the Canadian national team, a Provincial team or a Canada Games team.*

CSW 12.19.2.1 *A National Relay record may be set by a CIS* Team. They shall not be eligible to set a Club relay record unless all four swimmers are currently registered with the same Age Group Club.*

"CIS" – Canadian Interuniversity Sport

RULES RELATED TO CANADIAN RECORDS (cont'd)

CSW 12.19.3 *Record swims shall be timed and recorded by an Automatic officiating Equipment system of by three (3) timekeepers.*

CSW 12.19.4 *A time achieved while swimming the first "leg" of a relay, or while swimming any part of an individual event with an electronic timing system start, may count as a record. For a split time to count as a record, the swimmer must legally complete the full distance of the event or "leg" of the relay.*

CSW 12.19.5 *A record time shall be achieved in the relevant stroke-event. All times achieved in a freestyle event shall be regarded as freestyle, no matter what stroke is swum.*

CSW 12.19.6 *Canadian records may be considered for acceptance from any competition sanctioned by PS, Swimming Canada, or FINA, other than a Class Two Time Trial, and a certificate shall be awarded to the record holder*

RULES RELATED TO CANADIAN RECORDS (cont'd)

CSW 12.19.7 *Records shall be recognized in each of the following events: (50m and 25m pools)*

Freestyle	*50, 100, 200, 400, 800 and 1500 metres*
Backstroke	*50, 100, 200 metres*
Breaststroke	*50, 100, 200 metres*
Butterfly	*50, 100, 200 metres*
I.M.	*200, 400 metres (and 100 metres in 25m pools)*
Free Relay	*200, 400, 800 metres*
Medley Relay	*200, 400 metres*

CANADIAN RECORDS IN ACTION

For Canadian records:

- Ensure that the time has been recorded by three Timekeepers when no automatic timing system is used (This only applies for Canadian Records)
- An automatic timing system is needed for World Records (SW 12.6)
- Check the official results and ensure that any record set during swims that occurred during the first leg of a relay are recorded and the record applications are completed
- If a swimmer is swimming in a 400 metre freestyle event, he/she can set a record in any of the following: 50m, 100m, 200m or 400m freestyle
- For a split time to count as a record, the swimmer must legally complete the full distance of the event or "leg" of the relay CSW 12.19.4

RULES RELATED TO NATIONAL AGE GROUP RECORDS

CSWAG 1.2 ***National Age Group Records***

CSWAG 1.2.1 *In individual events, swimmers shall be the correct age on the first day of the meet in which the record was made.*

CSWAG 1.2.2 *A record time may be achieved in senior or age group events.*

CSWAG 1.2.3 *The swimmer shall meet the eligibility requirements to hold Canadian records. (GR 2.5)*

RULES RELATED TO NATIONAL AGE GROUP RECORDS

CSWAG 1.2.4 *National Age Group records shall be recognized for the same individual events as Canadian records with the exception, no records shall be kept for the stroke 50's (Back, Breast, Fly) in the following age categories: 11-12, 13-14, 15-17*

CSWAG 1.2.5 *A swimmer need not place first in a heat or in an overall event to set a national age group record while competing in a senior event.*

CSWAG 1.3 *Swimming Canada approved age groups are 11-12, 13-14 and 15-17 only. These age groups shall be recognized for National Age Group record keeping. The swimmer's age shall be that on the first day of the meet, unless otherwise specified by Swimming Canada. Swimming Canada or the PS may authorize additional younger or older age groups.*

RULES RELATED TO SCORING & AWARDS

SNC 4 ***SCORING*** *Stated in the Meet Information*

CGR 9.8 ***SCORES*** *(refer to FINA Handbook – applies only to FINA World Championships)*

Point Scoring and Awards – Canada

CGR 9.8.1.1 *Whenever the point scores for a meet differ from the accepted national scoring standard (SNC 4) they shall be published with the meet information.*

CGR 9.8.1.2 *In the case of a tie, the points for each place involved in the tie shall be added together and divided equally among competitors or teams involved in the tie.*

CGR 9.8.1.3 *Disqualified swimmers and relay teams shall not be awarded points. Points shall be assigned to unattached swimmers but shall not be credited to any club.*

RULES RELATED TO SCORING & AWARDS (cont'd)

CGR 9.8.1.4 *A swimmer who fails to meet the qualifying time for an event shall not be awarded points.*

CGR 9.8.1.5 *Deck Entries shall not be awarded points, medals, or awards. Deck or Late entries are to be classifies as "Exhibition" swims.*

CGR 9.8.1.6 *Swimmers who scratch shall not be awarded points. However, a swimmer may scratch from a swim-off and remain eligible to be awarded points according to his final placing.*

SCORING & AWARDS IN ACTION

- The Recorder/Scorer is responsible for scoring the meet when the meet is not being scored by the computer.
- When the meet is scored by a computer, the Recorder/Scorer shall verify the final results.
- Different point systems may be used when scoring meets
- The scoring system to be used must be stated in the meet information package
- 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 individuals' records shall be published.

AFTER THE MEET

Recorder/Scorer shall:

- Ensure the Meet Manager has a total of all Individual and Team scoring for the Award Presentation at the end of the meet.
- Return all score sheets, Chief Finish Judge Reports, Electronic Tapes, etc. to the office for safe keeping.
- Clean the area you were working in.

CONGRATULATIONS

You have now completed the Level II Recorder/Scorer Clinic.

Your next task is to obtain deck experience

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

Deck evaluations are not required for the Recorder/Scorer position, however, gaining experience in this position will help you as you take on the Meet Manager, Chief Finish Judge and Clerk of the Course positions.