

## **SWIMMING ACT MARSHALLING PROCEDURES**

### **At meets where there is a scoreboard**

1. At meets where there is a scoreboard (AIS), a claim board will not be used. Swimmers, their coaches and parents should keep themselves informed of the event being swum by checking the event number on the scoreboard.
2. Two tables are to be used, one for boys and one for girls, or in the case of meets that have mixed gender races (e.g. Development Meets), one for odd number events and one for even number events.
3. Swimmers are to report to the Clerk of Course (Marshal) to be marked present at least two events ahead of their scheduled event or 10 minutes prior to the start of a session if swimming in the first two events.
4. For example, if entered in Event 9, the swimmer must have reported to the Clerk of Course before the start of the first heat of Event 7.
5. It is permissible for a swimmer's representative to report to the Clerk of Course on their behalf.
6. Once reported, a swimmer is not permitted to leave the marshalling area unless approval is first obtained from the Clerk of Course. If a swimmer leaves the marshalling area it is their responsibility to return prior to their heat being led to the pool by a check starter.
7. It is important for swimmers, coaches and parents to check the program when preparing for marshalling. The two events ahead in which you should marshal may have many heats and be of longer distance allowing plenty of time to marshal. Conversely, there could be a single heat in each event over a shorter distance meaning you will need to marshal sooner.
8. The swimmer is to identify himself/herself to the Clerk of Course who will note that he/she has reported by highlighting the name on the marshalling sheet and advising the swimmer of the heat number and the lane in which the swimmer will be swimming. The swimmers should then seat themselves on the appropriate seat in the Marshalling area or as otherwise directed by the Clerk of Course.
9. When the event has been closed in accordance with the above points, the Marshalling Sheet will be marked with the number of the event and the heat in the water, along with the time.

10. When a swimmer has not reported, the Clerk of Course will call the name three times with the final call being made when the first heat of the closing event is in the water. In all cases where a swimmer reports after the event has been closed the swimmer will be taken to the Referee who will make a decision as to their entitlement to swim.
11. Generally speaking, there will be no amalgamation of 50 metre events unless there is only one swimmer in the first heat and there is a vacant lane in the second heat.
12. In all other cases the Clerk of Course shall confer with the Referee as to whether the event should be reseeded or amalgamated. If it is apparent that an amalgamation would be in order, then the Marshal shall make a recommendation to the Referee and if agreed notify the Computer Operator of the changes.
13. Coaches or parents are not permitted to be in the Marshalling Area.

**At meets where there is no scoreboard**

1. At these meets a Claim Board will be used.
2. One of the Clerks of Course will have the responsibility for ensuring that the board is kept up to date.
3. The number of the event in the water is to be changed at the end of each event. Some discretion can be allowed with regard to the event being claimed but generally this should also be changed at the same time.
4. All other procedures will be as outlined above.

**General point to note for all attending Swimming NSW meets with heats and finals:**

1. In all competition with heats and finals (NSW State Age 13+ and NSW State Open), finalists and reserves who wish to withdraw from the final must do so in writing and signed by the swimmer or his/her representative within 30 minutes following the posting of the results of the event in which the qualification took place (the heats).
2. Any swimmer (or relay team) not having withdrawn and who does not compete in the event (including reserve if a finalist does not attend) shall be deemed a late withdrawal and may be fined the sum of \$100 by Swimming NSW.