



Best Practice for Clerk of the Course

Best practice at BCSSA “Cardless” Competitions.

The following guidelines aim at providing specific details for the Clerk of the Course for discharging their responsibilities at and BCSSA Swimming Competitions, especially when Time Cards are not used.

Job Description

The Clerk of the Course is responsible for the duties as stipulated in Section 4.5.1.19.

Significance of the Job

Your job is critical to the success of the event. It will ensure that the appropriate swimmers are marshalled to the starting blocks for each event. You have complete control over swimmers in the Marshalling area. You and your designated team may report any swimmer who engages in unsafe or foul behaviour to the Referee.

General Tasks

The following general tasks are required for your role:

- Communicate with the Meet Manager, Session and Meet Referee, Starter and your Marshals.
- Communicate with Announcer
- Communicate with the Chief Meet Recorder and Electronics Operator.
- Communicate with Coaches and Swimmers as well as parents in a polite and calm manner.

Before the Competitions

The Meet Manager in consultation with the Meet Referee shall appoint one competent official as the Clerk of the Course [Section 4.5.1.4.3.] for the meet.

If it is practical to have one Clerk of the Course (“Clerk”) for each day, the Clerks must follow the same rules and adhere to the same practice to avoid any inconsistency and confusion.

Obtain the following from the Competition Office before Heats and Finals:

1. Heat Sheets: Make sure the copy is identical to the one used by the Session Referee and Starter.
2. Alternate Swimmer Validation Forms
3. Radio that can communicate with the Announcer and Referee as needed. The Announcer and Referee should be on different channels.
4. Stationary including red and blue ball point pens as well as highlighters.

Collect all “scratches” before 0700 hrs and scratch the swimmers from your Heat Sheets. Heats or Events can be combined in Heats but **not in Finals** and only when there are less than 3 swimmers in a Heat or an Event.

If the Clerk decides to combine Heats or call Alternates, please highlight the affected lane, heats or events and not the changes clearly on the heat sheets. Advise the Referee and Electronics person immediately.

During the Heats / Finals

Calling of Events

Only calls made by the Clerk of the Course at marshalling are the official calls. Announcer calls over the PA are courtesy calls and are not official.

Each event must be called twice at least 2 minutes between each call [Section 4.5.2.4.2.]

The time of each call must be recorded on the Clerk of the Course Heat Sheets. Preferably an assistant to the Clerk will write down the time of each call and keep track of the 2-minute rule. Example of Call: **“First Call for Event 102 Boys Div. 1 50 Freestyle”**

Please keep track of the published Marshalling Times given in the Meet Package.

If you call the event early and all the swimmers are there, (this means no alternates are needed), then you may go ahead and swim the event.

If a swimmer entered in the event or alternate is not in marshalling, then you must wait until the published Marshalling time before calling or swimming the event. Advise the Referee of the hold that must take place.

Calling Alternates in Heats (i.e.: At Provincials)

The Clerk of the Course must not call specific names even if you know the athletes so DO NOT make personal calls.

The Alternate must be in the Marshalling area preparing to swim when called.

Example of Calling for an Alternate: **“Calling for the 1st Alternate from the Okanagan for Event 102 Boys Div 1 50 Freestyle”**

When this call for an Alternate is made, the qualifier published on the Heat Sheets is irrevocably scratched from the event [Section 4.5.2.4.7.]. Cross out the name of the qualifier and mark “Scratched” or “SCR” on the Clerk of the Course Heat Sheets.

During the Provincial Championships, check the Regional Results Record for the correct Alternate. The Alternate is usually 4th or 5th place finish at an individual event at the Regional Finals. Their names should have been highlighted on the Regional Results Record. The Alternate swims in the lane of the person who is scratched. Fill out the **“Alternate Swimmer Validation Form”** and give the form to the Alternate.

Allow a minimum of one (1) minute for the 1st Alternate to respond and come forward. If the 1st Alternate does not respond or come forward in one (1) minute, immediately call the 2nd Alternate.

When this call for the 2nd Alternate is made, the 1st Alternate on the Regional Results record is irrevocably scratched from the event [Section 4.5.2.4.7.]. Cross out the name of the 1st Alternate and mark "Scratched" or "SCR" on the Regional Results Record and note on the Clerk of the Course Heat Sheets.

Check the Regional Results for the correct Alternate. The Alternate swims in the lane of the person who was scratched. Fill out the Alternate Swimmer Validation Form and give the form to the Alternate.

If the 2nd Alternate does not show up within one (1) minute of the call than you shall allow the event to proceed with an empty lane. Advise the Session Referee immediately. Absolutely **NO RE-SEEDING** of the Heat or the Event.

There is no Alternate for a swimmer who has qualified for Provincials by achieving a PQT in 4th place or beyond in the Regional Finals.

Calling Alternates in Finals

All procedures and rules stated above apply.

In an Alternate is needed for a Final, the Alternate shall be the fastest swimmer in the Consolation Final. You then call the Alternate for the Consolation Final.

Relays

All Relay entries are frozen after "Check In" at the Clerk of the Course. No changes can be made thereafter [Administration Section 4.5.9.9.1.f]

Only the Alternate with corresponding Category (age division) listed on the Official Relay Entry Form can swim on a Relay Team [Administration 4.5.9.9.2.c].

Swimmers can be listed on one Relay Team as a team member and on a second Relay Team as an Alternate if they are the same division. If a swimmer swims on one Relay, the swimmer is irrevocably scratched from the second Relay Team in the same division. Swimmers are only allowed to swim on two Club Relays, in accordance with Section 4.4.4.2.

Relay team members may be changed between Heats and Finals as long as the members' names are listed on the Official Relay Entry Form and the swimmer did not compete on a Relay Team that was disqualified. Relay team members can't be inter-changed if there are 2 Relay teams from the same club and division advancing to the Finals.

"S" Swimmers can swim in "O" Relays so long as there is one "O" Swimmer from that 'O' Category

"O" Swimmers can't swim in "S" Relays

There is only one Alternate Team in Relays; the 9th place Relay Team will be moved up if a team is scratched from a Relay Final. At least 1 swimmer of a Division Relay must be in the respective Division. [Administration Section 4.4.4.5.2]

At Regionals, Relays are swum as timed finals.

At Regionals, if there are more Relay teams than lanes, it shall be swum as Heats and Finals

Calling Relays

The Clerk of the Course must ask each swimmer their name on the Relay Entry Form. Do not call their names, but ask them so they can't pretend to be someone else. Each swimmer must identify themselves by name and division.

The Clerk of the Course must check off the swim by writing the Category (age division) as provided by the swimmer beside the swimmer name.

Coaches

Coaches will be allowed to check in for the day once the meet is underway. Please write down the time on the Clerk's Heat Sheets and have the coach initial beside their name.

Coaches must advise their swimmers (alternates) to be in the Marshalling area at the start of that race and how the call will be made; they only have one (1) minute to respond to the call.

Coaches must identify themselves to the Clerk of the Course prior to their relay event. They are then allowed to resume coaching.

After the Competitions

Return the Clerk's Heat Sheets, radio and all stationary to the Competition Office. Provide a summary of any issues and incidents to the Meet/Session Referee.

Decision Making

If a situation arises that you are not sure how to handle, ask the Session Referee by radio or in person