

DUTIES OF HELP DESK STAFF AND CHECK STARTERS FOR SELF MARSHALLING

Self-marshalling, as it implies, is a system of marshalling whereby swimmers are responsible for being in position behind their lane in time for the Referee's whistle to start a heat. Technical Officials are only required to monitor the preparation for the start of a race and do not interact with swimmers unless the athlete requests information.

Where swimmers are self-marshalling in the **heats session** of a SNSW heats and finals meet, or the **heats** of a SNSW timed finals meet, the changes to the traditional roles of the **Clerk of Course and Check Starters** are detailed in the following notes.

Self-marshalling is not suitable in finals sessions. The traditional finals program reporting, marshalling and check starting procedures remain in place.

Self-marshalling may need to be adapted along with additional Technical Officials and support to suit Multi Class situations and Junior Development meets.

HELP DESK STAFF

The Call Room (previously Marshalling area) will be set up with two (2) rows of chairs in case there is a need revert to traditional Marshalling.

Swimmers have the option to either report directly to the row of chairs behind each lane on the pool deck or proceed through the Marshalling area to pool deck. The latter is preferred.

Help Desk staff will ensure that the session program is displayed for swimmers to check their heat and lane:

- on the wall /windows outside the call room for all short course events and 100m and over events long course, and
- on the wall inside the door at the start end of the pool for 50m events at long course meets.

Help Desk staff will encourage the practising of social distancing by swimmers awaiting their heat.

Help Desk staff will work from their program (not race sheets), noting withdrawals for timed finals and attending to withdrawal form where Finals are to be contested.

Amalgamations will only be implemented when simple situations occur.

No reseeding or modifications to lane allocations will be made for 50m, 100m and 200m events other than a simple amalgamation of the final two heats. In these circumstances, promptly get approval from the Technical Manager and Referee and proceed to the Control Room Supervisor with suggested heat and lane clearly documented on the program.

The Help Desk staff will encourage swimmers, coaches, parents or team manager representatives to mark off early for 400m, 800m and 1500m. If the Technical Manager and Referee deem that a reseed due to the withdrawal of athletes in these events is required, swimmers or their representatives will be called, via the Announcer, and informed of this.

Swimmers will leave clothing so that it is able to be collected without re-entering the competition area after their event e.g. In the warmup area, on or over warm up pool dividing fence at SOPAC and at the 50m end clothing should be left between the pillars and the glass windows.

Swimmers will not be permitted to exit the competition pool via the Call Room and no other traffic is permitted in the area.

The Help Desk staff will:

- Assist swimmers if needed and help Team Managers and Coaches to find information on events, withdraw swimmers and make enquiries.
- Control and invite swimmers in the next heat into the Call Room. Swimmers are permitted to report to the chairs behind the blocks for their event, preferably via the Call Room, as per the following process.
- The fastest heats will report first.
To avoid congestion and ensure social distancing, swimmers need only be available to enter the call room or chairs behind the blocks
 - Four (4) heats prior to their heat for 50m, 100m and 200m events.
 - For events 400m and more, two (2) heats prior to their event.Swimmers will report to the chairs behind the blocks, for their event, preferably via the Call Room, as per the following process. The fastest heats will report first.
In order to avoid congestion and ensure social distancing, please note that swimmers need only be available to enter the call room or chairs behind the blocks;
 - Four (4) heats prior to their heat for 50m, 100m and 200m events except the slowest heat.
 - The slowest (last) heat swimmers in 200m, 400m, 800m and 1500m events are required to report to the Help Desk (Clerk of Course) prior to the first heat of the event and be prepared to be allocated to any spare lane that arises in the preceding heats of their event.
 - All other heats in the 400m two (2) heats prior to their heat, and for 800m and 1500m events one (1) prior to their heat.
- Where a swimmer has entered, but will not be in attendance for a day, or the meet, the Recorders should be advised prior to the commencement of the day's competition.
- 400m, 800m and 1500m swimmers or their representatives are requested to confirm their intention to swim or withdraw prior to the start of the session.
- The first heat of each session should report 5 minutes before the scheduled commencement of the session.
- Where appropriate, notate program accordingly e.g. scoreboard time or other unusual occurrence.
- Direct the swimmers to the designated area, encouraging social distancing.
- Direct the next heat to move to the chute area when the previous heat has moved to behind the timekeepers.

HEATS AND FINALS MEETS

- Normal duties for managing the Finalists continue.
- Help Desk staff will ensure that Heat Results, received from Runners, are displayed on the wall.
- Withdrawal forms will available at the Help Desk during the Heats session.
- Help Desk staff will ensure that withdrawals are noted on the results and the forms are remitted to the Recorders as soon as possible.
- **Heats Distance Events**
When listed to swim in the Finals program in 1500m and 800m freestyle and 400 individual medley events, swimmers, or their representatives, are required to advise their intent to contest the final prior to the commencement of that event in the heat session. This may also be notified at any Coaches briefing that may be held prior to the heat session. A program for swimmers to mark themselves off will be available at the Help Desk. Where a swimmer from the fastest heat fails to report prior to the commencement of the event in the heats session, the Technical Manager and Referee must be informed. The Technical Manager and Referee will then determine what action needs to be taken.

- **Marshalling for Finals Sessions**

Final Session marshalling requires that swimmers report to the Help Desk in the traditional way. This will facilitate the calling of Reserves if there are withdrawals.

Swimmers for all events will be required in the Call Room two (2) events prior to their event. The first two events of each final session should report ten (10) minutes prior to the scheduled session starting time.

Help Desk staff will refer matters regarding late arrivals and replacing finalists to the Referee for a decision.

CHECK STARTERS

- The Check Starter role is that of a support person in directing swimmers on the pool deck and when requested by the athlete. They are only required to monitor the preparation for the start of a race and only interact with swimmers when the athlete requests information.
- Check Starters will work from their heats program (not race sheets).
- Check Starters will encourage social distancing.
- Check Starters will clearly call the Heat number when indicating to swimmers to move behind the timekeepers when it is vacated by the previous heat.
- Athletes are expected to know their event, heat and lane number and there is no requirement to call names.
- Only when it is necessary, check swimmer's names behind the starting platforms e.g. resetting after a false start recall, or when a swimmer is not wearing the club's cap. Younger swimmers may need support in this area.
- Note any absentees on your program.
- Check Starters for heat sessions will generally monitor half the pool each i.e. lanes 0-4 and 5-9. They will move to a position on each side of the pool in line with Timekeepers ready for the start unless directed by the Referee to be positioned elsewhere.
- The first heats of sessions should report 5 minutes prior to the scheduled start time.
- Swimmers have the option to either report directly to the row of chairs behind each lane or proceed through the Call Room to pool deck. The latter is preferred.
- After the start of the previous heat, swimmers may progress to the next deck chair position without causing any interference to technical officials and maintaining social distancing.
- Swimmers are responsible for being at the chair behind their lane ready to take their position on the starting platform or in the water when whistled up by the Referee.
- Swimmers will not be prevented from swimming if they only make it to their seat one heat prior to their event
- If the swimmer misses their heat they need to alert a Check Starter and they will be placed in a spare lane if it becomes available. Check Starters must promptly inform the Referee and Control Room of the swimmer's new heat and lane. The Referee will ultimately make decisions as to entitlement to swim.
- Check Starters will ensure that swimmers leave clothing so that it is able to be collected without re-entering the competition area after their event.

HEATS AND FINALS MEETS

- Check starter's duties for managing the Finalists continue.
- Check Starters will gather finalists from the Clerk of Course/ Call Room and await the signal to bring the finalists to the pool deck for the Announcer to introduce them.
- Distance events will continue to report for the event in the morning session as usual.