

RECORDERS:

Recorders must comply with the General requirements and it is recommended that the Chief Recorder contact the Meet Director a few days before the Meet to establish:

- (a) the method of recording to be used (it could be either electronic or hard copy depending on the facilities available);
- (b) SNSW recommends the Meet Manager Program be used for all of the Marathon Series events.
- (c) the anticipated number of swimmers (both male and female); and
- (d) whether it's a "pre or post" entry Meet as this will determine the amount of preparatory work that can be done.
- (e) In most of the SNSW Marathon Series events the Meets are both "pre and post" entry.

If it's a post entry then you should arrive at the Venue at the same time as the Meet Director and the Organising Committee. *It is strongly recommended that a **unique sequential swimmer number** is recorded against each swimmer's name.* This should be done in conjunction with the Clerk of the Course when each swimmer personally registers for his/her Race. In some events this is not possible due to issue of competitor numbers prior to registration.

In the case of both pre and post entry – the Organising Committee should arrange to have a list of numbers starting with the next swimmer number from the pre-entries, i.e. pre-entry has 186 swimmers entered, then the number list should start from 187 for the post-entries.

Irrespective of whether men and women swim together (i.e. the number of all swimmers is 40 or less), the results are always determined as separate men's and women's events. The only variation to this is where a mixed event is held with there being only a single winner. You may find this when there is prize money and the conditions are the "winner takes all". Events will usually be either Open or Age groups.



What to bring?

- ✍ Pens, pencils, pencil sharpener, tape, writing/note pad, table weights (to keep papers in place), paper spike, clips, staples and stapler, scissors or a cutter, ruler and a calculator (pew sounds like the first day at school!);
- ✍ If you have a folding table with chairs and have space in the boot of the car take it with you, as it may be the only flat surface available at the venue. In really bad weather you can always sit in a car!! Check with the Organising Committee to ascertain what type of area and covering has been allocated for the Recording prior to the day of the event and what equipment they will be supplying.

What to do?

- ✍ In conjunction with the Clerk of the Course issue to and record a **unique sequential number** for each swimmer as he/she registers. Registering is the same as reporting to the Marshalling Area at a "Pool" Meet and having your presence noted in preparation for your race.



The importance of **unique sequential numbering** cannot be over stressed. Prior to the start of the race the Referee will ask for the exact number of swimmers who have registered. With this information he/she will inform the Assistant Referee, Swimmer support and Medical personnel. If two swimmers are issued with the same number, during the race and at the finish the Recorders will have no way of determining whose times have been recorded. If someone fails to complete the race and leaves the venue without reporting to the Recorders there is no way of knowing until some asks "Have you seen so and so?" At this time all hell breaks loose as you call upon the Emergency Services to help find a missing swimmer. *Be assured this is not a pleasant task.* Nor are the ramifications of knowing that you may be responsible for a "lost swimmer". **Extreme care must be exercised.**

- ✍ It is strongly recommended that you do not use and never allow sets of concurrent numbers to be used for men and women even if they are separately swum. The same numbers being used for both groups will cause confusion for all Officials at some stage of the race.
- ✍ If sequentially numbering never allow a number to be omitted, the following is an actual example. During one race a Clerk of the Course did not issue the number "69". It was not recorded as not being used and according to the records we were "one swimmer short" at the finish. Some anxious minutes passed with Emergency Services on standby while a frantic check was carried out of the swimmer numbers. What made it all the more difficult was that the Clerk had gone home after the Start and taken her record of issued numbers with her! We all learnt a valuable lesson from this occurrence.
- ✍ Only the Recorders record the numbers issued.
- ✍ The numbers are unique and sequential unless otherwise dictated.
- ✍ No one is allowed to leave with recording material.

- 6. The only time you will not have the number of swimmers registered equal to the number in the water for the start is when someone withdraws after registration but prior to the start. If this occurs then all relevant personnel must be informed with the first being the Referee, the second being the Computer Operator so all non-starters can be entered into the Computer.
- 6. The swimmer numbers are recorded on the Swimmers' entry card. From the entry cards the Master Control/Results Sheets are prepared. While the Results Sheet is primarily for recording results (lap times and finish times and finish order) this is also important source document in Open Water Swimming Risk Management. Its preparation is a secondary check that each swimmer has been issued with a **unique sequential number**. If Meet Manager is being used, an Excel Spread Sheet (Master Control/Results Sheet) can be used which can be arranged in Competitor Number Order. This can only be done after all entries have been entered into the Program.
- 6. Withdrawals before the Start and during the competition are received by the Recorders who relay this information if before the Start to the Clerk of the Course and if after the Start to the Referee, the Safety Officer, Swimmer Support Personnel and Computer Operator. It is important that at any time throughout the event that the Recorders are able to supply the Referee with an update of exactly how many swimmers are still in the water at any given time – even after some of the swimmers have completed the event.

Depending on the configuration of the course Recorders receive lap times or buoy times (course positional times at a predetermined point eg half way) at various times throughout the race. At the Finish, of course, Recorders will receive the final time for each swimmer. This may be a printout from a stopwatch with an inbuilt printer or a time sheet with elapsed times and swimmers' position number recorded by a scribe who is working with a Timekeeper.

The times recorded on the Master Control/Results Sheet are received from either the Chief Timekeeper, or Timekeeper's scribe, or the runner. Due to having to write quickly it may be advisable to ask the Referee prior to the event whether or not he/she will require the 100ths of a second included in the Results where scribes are being used to assist the Timekeeper – if so, the scribe records the times in the following matter (see example on the next page):

Timekeepers'/(Scribe) Time Sheet.

Position Number	Time Lap 1
1	27.45
2	28.47
3	29.49
4	30.53
5	30.57
6	30.59
7	31.21
8	31.00
9	31.12
10	31.58
11	32.05
12	32.07
13	32.32
14	32.48
15	32.49
16	32.51
17	32.55
18	32.55
19	33.02
20	33.11
21	33.22
22	38.05

As the swimmers cross the start/finish line or round a predetermined point the Timekeepers record each swimmer's time by the split lap function, with a scribe recording the called times. Finish Judges or Turn Judges record the order of the swimmers by swimmers' numbers. Where a stopwatch is used that has an inbuilt printer the first swimmer number is recorded against the first time printed and then the last swimmer number in the group. The Finish / Turn Judge's placement sheet and the scribe's time sheet with the Timekeeper's times are forwarded to the Chief Recorder.

Finish Judges' Placement Sheet

Place	Swimmers' Number
1	5
2	10
3	14
4	18
5	2
6	7
7	17
8	8
9	9
10	13
11	3
12	6
13	12
14	4
15	11
16	19
17	21
18	15
19	20
20	22
21	1
22	16

The appropriate times are recorded against the relevant swimmer's number (see example below):


Master Control/Results Sheet

Swimmer Number	Name	Club	Lap 1	Finish	Place	Age	Sex
1	Ben Edwards	Bankstown	33.22	1.06.34	1st	18	M
2	Elizabeth Richards	Liverpool	30.57	1.02.11	1st	15	F
3	William Cross	Nu Swim	32.05	1.03.29	1st	23	M
4	Fred Zion	Wizards	32.48	1.04.04	1st	13	M
5	Albert Lyons	Novocastrian	27.45	59.03	1st	16	M
6	Erin Smith	Mt Pritchard	32.07	1.03.31	1st	28	F
7	Keryn Brown	Warringah	30.59	1.02.19	1st	14	F
8	Samantha Mitchell	Penrith	31.00	1.03.26	2nd	15	F
9	Malcolm Jones	Canberra	31.12	1.03.27	2nd	14	M
10	Warren Price	Canberra	28.47	59.26	1st	17	M
11	Danny Kruse	Carlisle	32.49	1.04.06	2nd	13	M
12	Sharon Rowan	Carlisle	32.32	1.03.52	1st	18	F
13	Gabby Wahhab	Warringah	31.58	1.03.28	1st	13	M
14	Brendan Lambert-Barker	Mt Pritchard	29.49	1.00.23	1st	15	M
15	Rebecca Childes	Liverpool	32.55	1.04.24	3rd	14	F
16	Mark Latoure	Penrith	38.05	1.16.28	3rd	30	M
17	Hans Hildebrandt	Bankstown	31.21	1.02.13	1st	14	M
18	Sarah Archer	NU Swim	30.53	1.02.10	1st	16	F
19	Prue Davies	Wizards	32.51	1.04.11	2nd	13	F
20	Cooper McGearry	Penrith	33.02	1.05.11	2nd	16	M
21	Brooke Chown	Wizards	32.55	1.04.23	2nd	14	F
22	Ethan McGrath	Liverpool	33.11	1.06.33	2nd	19	M
23	John Griffiths	Nu Swim	DNS			16	M

After all lap times have been recorded on the Master Control/Results Sheet, the places as determined by the times are checked against the Finish Judges' finish places. Where the Judges' places and the finish times agree the places are recorded in the Place Column remembering to separate the Men's and Women's events and Age Groups where the competition dictates.

If there is a discrepancy between the Judges' placings and the times recorded by the Timekeepers the matter is referred to the Referee for his/her determination. Once the Referee has determined the result the Chief Recorder will complete the Place Column prior to the posting of Results.

Results are posted in the usual manner with the time of posting being recorded on the posted Results.

 Where Team events have been designated the Recorders are responsible for compiling this result. Teams consist of two male and two female swimmers and the best times of any three are totalled. The times are not averaged; the result is determined by the totality of the three times. The Team having the fastest total time is the winner. In a Teams event a minimum of four (4) swimmers from the one club must have been nominated prior to the start of the event(s). Each of the three (3)

swimmers whose times are used to determine the result must have completed the course within the permitted time limit for the event(s).

For example, when Grant Robinson, Stephen Cresswell, Tracey Knowles and Kelly Driffield swam a few years ago and were members of Mingara Stingrays Club and were the nominated as the Team for the Mingara Stingrays Club. Their finish times say were for a 10km:

Robinson	1:51.50
Cresswell	2:06.53 (eliminated as the slowest of the nominated)
Knowles	2:04.59
Driffield	<u>2:05.55</u>
Team Time	<u>6:02.44</u>

Don't forget that you are working in seconds, minutes and hours!

RULES: The following rules relate to the Recorder's responsibilities and duties:

FINA

OWS3.50

SNSW

OWS4.50