



MARSHAL TRAINING NOTES

Adopted or Amended	By Whom	Date
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MARSHAL

Table of Contents	Page
1. Introduction	2
2. General	2
3. Duties and Responsibilities	3
4. Protocol	5
4.1. Event Board	6
5. Summary	7
Appendix 1 UK Judge's Placings Sheet	8
Appendix 2 Swimming NSW Swimsuit Compliance Check 9	

1. INTRODUCTION

These notes cover the duties and responsibilities of the Marshal and the procedures applicable to the position.

At meets conducted by Swimming Australia (SAL) and FINA the position of Marshal is known as "Clerk of the Course".

As Swimming Australia has separate credentials for Check Starter and Marshal, the Swimming NSW Training notes have been separated. Candidates for both positions are encouraged to read both sets of training notes concurrently as well as the applicable Rules. These are key areas for the smooth conduct and flow of a meet.

2. GENERAL

Marshals should arrive at the pool at least thirty (30) minutes before the advertised start of the Meet. On arriving at the pool they must immediately report to the Referee to be marked present and receive a program.

A single full meet program should be kept in the marshalling area for the duration of the meet as a single common record for all withdrawals and non-reports for heats and, if applicable, finals sessions.

Marshals should familiarise themselves with the areas set aside for recording, marshalling and check starting. They should meet the other officials with whom they will be working and ask the Referee if there are any special instructions which will apply to the meet. The smooth running of the meet is greatly enhanced by a team working relationship between Marshals and Recorders, and between Marshals and Check Starters.

Marshals need to take certain equipment to the pool to carry out their duties efficiently. This equipment consists of a number of pens or pencils, a writing pad, scissors, a ruler

and a clipboard. Marshals will also find highlight pens useful to mark swimmers present on the marshalling sheets. Appendix 1 shows the UK Judge's Placings Sheets used at Swimming NSW Meets and SAL Meets.

The Marshal's primary responsibility is to ensure that those swimmers entered in an event, and who report ready to start, are recorded as reporting and are passed on to the Check Starter for the right event. It is very important that the marshalling procedure is consistent from session to session so that swimmers know what to expect.

The smooth conduct of the event is closely linked to the timely and efficient performance of the respective tasks of both Marshals and Check Starters, and any action that can interrupt the continuity of the meet should be reported to the Referee immediately this occurs or appears imminent.

3. DUTIES AND RESPONSIBILITIES

The Promoting Body will have advised swimmers either in the printed program or by announcement of the time by which swimmers must report to the Marshal for the events in which they are entered. Marshals should refer to the meet program for the marshalling procedures applicable to the meet. For Swimming NSW meets, the marshalling procedure is described in Rule GR9.1.1.

The Marshal is responsible for maintaining order and regulating the swimmers in the marshalling area to avoid congestion and ensure all are able to report on time. Coaches (and parents) are not permitted in the marshalling area and should be requested to leave. Any who do not comply should immediately be reported to the Referee for appropriate action. Any swimmer who has not reported to the Marshal by the prescribed time shall be deemed to be a withdrawal.

SWIMMER'S REPORTING TO THE MARSHALLING AREA

- It is the swimmer's responsibility to report to the Marshal. The exception is for 800 and 1500 metre events where a Coach or Team manager can report for the swimmer. The Marshal should ensure, as far as is practical, that swimmers are reporting for themselves and not for a friend.
- Ensure swimmers are reporting (marshalling) for the correct event.
- Mark off each swimmer as they report on the event sheet and ensure that once reported they do not leave the marshalling area without prior permission.
- Undertake swim suit compliance and pool deck equipment checks as swimmers report (the Swimming NSW Swim Suit Compliance check is described in Appendix 2).
- Cross out each swimmer who reports, or is reported, as a withdrawal or non-starter, or who has not reported by the closing time of the event. For meets that run over multiple days/sessions, a "master program" should be maintained for recording withdrawn or ill swimmers, swimmers withdrawing on later days/sessions, and/or swimmers wearing tape, etc., that has been approved by the Referee. This "master program" can then also be used and updated, as required, by Marshals in other sessions. The Referee (and if agreed by the Referee, the Chief Recorder) can also be advised so that any affected events/heats on later days/sessions can be updated and/or amended.
- When a swimmer has not withdrawn personally from an event but has been withdrawn by their representative (coach, team manager, etc.), it is advisable that a note be made in the session program (or "master program") noting the identity of such person.

CLOSING AN EVENT

- At the time of closing an event ensure any missing swimmers' names are called three (3) times and mark the event sheet accordingly.
- Note the closing time of the event on the event sheet. Where practicable, the event and heat number currently in the water may also be noted.
- Once an event has been closed, if an amalgamation or reseed is possible within that event, consult the Referee for a decision. If the Referee decides to amalgamate or reseed an event, advise the Chief Recorder.
- After an event is closed, pass the swimmers to the Check Starters with the marked up event sheet.

RESEEDS AND AMALGAMATIONS

- Where there is an opportunity for a reseed or an amalgamation, checking for any swimmers who have not reported by the defined time is achieved by calling their names three (3) times, with each call being marked against the swimmer's name. The Marshal must ensure that all steps have been taken to ensure those in the marshalling area at the closing time for the event have been checked and double-checked before handing the sheets to the Check Starters.
- If the program has been pre-seeded into heats and an amalgamation or reseed is possible advise the Referee immediately the event closes. If the Referee concurs the Marshal will advise the Chief Recorder of the Referee's decision and of the withdrawals and non-starters, and, where applicable, the revised heat and lane allocations for amalgamations. Where an event is reseeded, the Marshal will obtain a copy of the reseeded event sheets from the Chief Recorder and provide a copy to the Referee.
- If the program has not been pre-seeded into heats, advise the Chief Recorder of withdrawals and non-starters immediately the event closes so the heats may be seeded and obtain a copy of the seeded sheets from the Chief Recorder.
- Once back in the marshalling area, advise the Check Starter of any amalgamation or reseed and hand over any reseeded event sheets. The Marshal and/or Check Starter will advise affected swimmers of the relevant heat and lane changes.

SWIMMERS LEAVING THE MARSHALLING AREA

- Swimmers may not leave the marshalling area after they have reported for an event (this should be printed in the Entry Procedures in the program) and any who do should be reported to the Referee for appropriate action.
- A swimmer may ask you as the Marshal for permission to leave the marshalling area to go to the toilet, get a new pair of goggles etc. In these circumstances, the Marshal must exercise common sense. If the Marshal considers the reason acceptable then they should allow the swimmer to leave, note the reason on the event sheet/program and inform the swimmer that they should return quickly and report back to the Marshal as the race will not be held up. It is not acceptable to leave the marshalling area to talk to a coach or to have a warm up swim.

SWIMMERS REPORTING AFTER AN EVENT IS CLOSED

- Take to the Referee any swimmer who reports to marshalling after an event has been closed. The Referee alone (not the Marshal, Check Starter or Chief Recorder) is responsible for deciding whether a swimmer who has reported late to the marshalling area may start in an event.

HEATS AND FINALS

- Where heats and finals are conducted, remain in the marshalling area after the conclusion of a heat session, to receive withdrawals up to the time nominated in the meet entry procedures. For SNSW meets, GR9.1.2.1 states that this time is thirty (30) minutes following the posting of the official results of the event in which the qualification took place.
- Notify the Referee of any finalist (or reserve) who fails to report for a final so that a reserve can be advanced. It should be noted that reserves are obliged to report for all finals. Ensure that all swimmers checked in to start for that final are passed to the Check Starter.

4. PROTOCOL

Protocols are a set of guidelines or rules that help deliver a consistent standard of behaviour and outcome. A professional appearance at a swim meet depends on the following factors:

- Appearance – neat dress,
- Attitude – body language can be observed by the spectators and swimmers, so smiling and good posture is important,
- Consistency / uniformity of movement,
- Being in position and appearing to focus on the job at hand,
- Attitude can manifest itself in language and posture. Officials choosing a positive attitude will inspire confidence in fellow officials, swimmers and athletes.

The Referee may alter the standard protocol to meet the specific needs of a competition. For example, if there are insufficient officials available, individual duties and protocols may need to be adjusted.

The Meet Director may also alter protocols to meet the needs of the competition, such as when a meet is televised.

The general protocols for Marshals at SNSW meets are:

1. Allow the swimmers as much opportunity to swim as possible,
2. Recommend to the Referee amalgamations and reseeds where obvious opportunities exist,
3. As a general guideline do not generally amalgamate 50 metre events unless it is a straight forward amalgamation of a very small first heat into a second and/or third heat,
4. Only take swimmers across to the Referee if they report late to marshalling and an event has already been reseeded or amalgamated. The Referee will decide whether the swimmer will be allowed to swim in that event.
5. Officiate to the level of the meet. For example:
 - a. Younger swimmers will need more guidance than older swimmers,
 - b. International and some interstate swimmers may not be familiar with Swimming NSW marshalling and check starting procedures, especially where their host country/state has "self check starting" (i.e. they just turn up to swim),

- c. Open meets may have elite athletes who may be entered in many events and may not be able to conform to absolute rigid boundaries of reporting. For example:
 - i. A swimmer may have reported once for several events where they have to back up for several events in succession
 - ii. A swimmer may have media commitments
 - iii. A swimmer may have sports science obligations
 - iv. The Australian Sports Anti-Doping Authority (ASADA) may be undertaking random drug testing
6. Maintain order in the marshalling area at all times, Report to the Referee any violation noted in regard to swimwear and/or advertising.

4.1. EVENT BOARD

Where event boards are being used it is the Marshal's responsibility to ensure that the event being marshalled and the event in the water are correctly displayed. The Marshal will change the board at the start of the first heat of each event.

At club and local meets there could be limited resources or the proximity of the marshalling area to the event board and the pool may be challenging. It may be appropriate that the Check Starter change the event number at the start of the first heat of each event and the marshal number when requested by the Marshal. This variation in protocol should be approved by the Referee. The key is team work and cooperation between the Marshals and the Check Starters.

The event board should show the number of the event in the water or about to start as event and show the one next to close as marshal (or claim). For example, at SNSW meets where marshalling closes two events ahead of that being swum, if event 21 is being swum, event 23 has closed and the event board would show:

EVENT
21
MARSHAL
24

At Area and Club meets the marshalling instructions will be printed in the program or announced by public announcement. The Marshal should operate the event board in accordance with these instructions.

Swimming NSW has decided that an event board will not be used at meets where a scoreboard is in use that displays the current event and heat number.

5. SUMMARY

Some key considerations:

- Allow swimmers every opportunity to swim, without compromising good order and the flow of the meet,

- Appropriate Flexibility - the approach of the Marshals needs to adapt to individual meet needs. Some considerations:
 - Inexperienced versus experienced swimmers,
 - Junior versus Senior swimmers,
 - Venue variation – pool deck layout, proximity of marshalling to the start end, etc.,
 - The number of entries – large versus small,
 - The types of events - short distance versus long distance.

It is recommended that the following Swimming NSW Rules should be read by prospective Marshals:

SW2.4 Marshals' duties

GR9.1.2 Withdrawal procedure

SW2.5 Check Starters' duties

GR9.1.3 Relay Events

SW3.9 Amalgamation of heats

GR19 Swimwear

SW10.7 Body Tape

GR20 Advertising

SW10.17 Unauthorised persons in areas designated for swimmers or officials

GR21 Accidental omission by an official

GR9.1 Marshalling procedure

GR22 Error by an official

Appendix 1 UK Judge's Placings Sheet

Event 1 Girls 16 Year Olds 200 LC Metre Butterfly Prelims

Judge's Placings

Heat 1

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th

Lane	Comp#		Team	Place	Time
0	430	ECCLES, CAITLIN 16	WYN		
1					
2	1420	COLQUHOUN, BETHANY 16	WODN		
3	808	ESSEX, EMMA 16	WWORX		
4	634	HANN, KAELYN 16	BROTH		
5	1160	ROGERS, DAHLAS 16	CMBT		
6	184	SCHULTZ, ADELE 16	BUN		
7	1150	BERNARD, ALANA 16	CMBT		
8	933	GOLIGHTLY, REBECCA 16	GARDE		
9					

Event 1 Girls 16 Year Olds 200 LC Metre Butterfly Prelims

Judge's Placings

Heat 2

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th

Lane	Comp#		Team	Place	Time
0	14	FIELD, (V), SHANNON 16	NZL		
1	348	ROBERTS, NATALIE 16	MARB		
2	1313	REDMAN, SAMANTHA 16	HUNT		
3	1363	MERLINO, ALICIA 16	PICT		
4	646	SHERIDAN, MIKKAYLA 16	CHAND		
5	247	NIERE, EMMA 16	FAS		
6					
7	580	HERITAGE, MELANIE 16	PBAP		
8	1330	BORROW, CARISSA 16	NOVO		
9	562	LINN, SOPHIE 16	NWD		

Appendix 2 **Swimming NSW Swimsuit Compliance Check**

SNSW Swimsuit Compliance Check

Instructions to Technical Officials

Please note that this applies to competitors in both Individual AND Relay events.

Check 1 - Marshalling Area

- When swimmers report to the marshalling table to have their name marked off they will be subject to swimsuit compliance check.
- Marshal to ask swimmer "are you wearing one (1) FINA approved suit OR are you wearing one (1) suit compliant with the SNSW General Rules (GR.19)?" "Please show me?"
- Swimmers who are found to be in breach of the General Rules will have the opportunity to change into a swimsuit that is compliant.
- If swimmers refuse to change their swimsuit the Referee will be notified and the swimmer will be excluded.
- Swimmers who have been instructed to change into a compliant swimsuit must report to the marshalling area and be checked again.

Check 2 - Check Starter

- A final check of the swimsuit will be conducted by the Check Starter as swimmers are checked off before their race.
- If a swimmer is found to be in breach of the General Rules the Referee will be notified and the swimmer will be excluded.
- Swimmers will not have the opportunity to change at this point. Swimmers in breach of the General Rule will not be permitted to swim.

What Technical Officials should look for when checking swimsuits

- FINA Approved Tag on the suit (approved)
- Traditional Swimsuits as defined in GR19.1.3 and GR19.1.4 (approved)
- Suits that are made of polyurethane or neoprene material (not approved)
- Zippers or fastening devices on any suit (not approved)
- Multiple suit lines/two (2) suits (not approved)

Post Race - If a swimmer is found to have swum a race with a suit in breach of the General Rules the Referee will be notified and if proven the swimmer may be disqualified.