



MARSHALLING INFORMATION SHEET

Club Carnivals

PREPARE MARSHALLING AREA

- 30 Minutes prior to the start of the carnival collect your
 - “Marshalling Sheets” from the meet manager
 - A program
 - Highlighter pens and biros
 - Numbers 1 to 8 for seating
(Some of these may already be in the Marshalling area)
- Check that the Marshalling area is set up with benches or seat for 8 swimmers across and 5-7 rows deep
- Marshalling tables should be set up at the front of the are.
- A Marshall’s role also includes letting the announcer know what Event number they want called and displayed on the marshalling board, Note Marshall 2 – 3 **events** ahead. **Do not forget this**

SWIMMER CHECK-IN

- Swimmers will report to the Marshalling area after their event number has been called.
- They report to the Marshal who then highlights the name of the swimmer and reminds them of their **heat and lane number** and directs them where to sit.
- If a swimmer has not reported to the Marshall during the **event** immediately prior to their race, the Marshal must call out the swimmers’ name and club/team, in a loud and clear voice, and place a “dot” beside their name on the Marshalling sheet. This must be done 3 times and a total of 3 “dots” will indicate to the Check Starter that the swimmer is a “no show”.
- If a swimmer reports after this, they may be excluded from the race. (In this case the swimmer must be taken by the Marshal or the Check Starter to the Referee who will make the determination.)
- When an entire **heat** has been checked off, the Marshal will then place the “heat sheet” at the top of the table ready for the Check Starter to collect or give to the first swimmer in the heat row to pass to the Check Starter when they are ready to leave the marshalling area.

AMALGAMATING HEATS

- Only amalgamate Events 200m or longer. We would prefer not to amalgamate 50m heats and would only do so if there was only one swimmer in the first heat and there is also a known empty lane in a later heat.
- **Before** amalgamating, check with the Referee if it is OK to go ahead. Move swimmers from the first heat to empty lanes in subsequent heats. The slower swimmers (based on seed times) should be in earlier heats if at all possible. Then ensure you inform – Announcer, Recorders, Referee and Check Starters where the swimmers will be placed ie Which Heat and lane.



MARSHALLING INFORMATION SHEET

SAALC

PREPARATION

- Sign in on the Roster Sheet in the Officials' Room (at SAALC) and report to the Referee 45 minutes prior to the start of the meet.
- 30 Minutes prior to the start collect your
 - o "Marshalling Sheets" from the Control Room if they are not already in envelopes on the Marshal desk
 - o A program
 - o Highlighter pens and biros
 - o Numbers 0 to 9 for seating(Some of these may already be in the Marshalling Room)
- Check that the Marshalling Room is set up with 10 seats across and 7 rows deep - with spaces between every second seat.
- Marshalling tables should be set up at the front of the room and labelled either "Male" and "Female" or "Odd" and "Even" event numbers.
- 10 seats are also needed in the "tunnel" at the finish end of the pool for the swimmers to sit while waiting for the next heat. If there are 50m events LC there should be 10 seats at the other end too.

CHECKING PROCEDURE

- Swimmers will report to their appropriate Marshal who then highlights the name of the swimmer and reminds them of their **heat and lane number** and directs them where to sit.
- If a swimmer has not reported to the Marshall during the **event** immediately prior to their race, the Marshal must call out the swimmers' name and club/team, in a loud and clear voice, and place a "dot" beside their name on the Marshalling sheet. This must be done 3 times and a total of 3 "dots" will indicate to the Check Starter that the swimmer is a "no show".
- If a swimmer reports after this, they may be excluded from the race. (In this case the swimmer must be taken by the Marshal or the Check Starter to the Referee who will make the determination.)
- When an entire **heat** has been checked off, the Marshal will then place the "heat sheet" at the top of the table ready for the Check Starter.
- A Marshal's role also includes letting the Control Room know what Event number they want displayed on the scoreboard, i.e. 2 – 3 **events** ahead. **Do not forget this.**



AMALGAMATIONS

- Only amalgamate Events 200m or longer unless there is only one swimmer in the first heat. We prefer not to try to amalgamate 50m heats and would only do so if there was only one swimmer in the first heat and there is also a known empty lane in a later heat.
- Before amalgamating, check with the Referee if it is OK to go ahead. Move swimmers from the first heat to empty lanes in subsequent heats. The slower swimmers (based on seed times) should be in earlier heats if possible. Then ensure you inform – Announcer, Recorders, Referee and Check Starters where the swimmers will be placed ie Which Heat and lane.
- The Referee may decide to re-seed the event. In this case deliver the information to the Recorders who will do the re-seed and print out new Marshal sheets and inform the Referee and Announcer and electronic timing operators (AOE Operators).

HEATS TO FINALS

- When finals will be held in the following session, swimmers have 30 minutes to withdraw from a final after the heat results for that event are posted. All withdrawal slips must be **signed off by a Marshal with the time of receipt.**
- Place the withdraw form in the green post box. This box will be emptied at intervals by the recorders.
- Following the final event, one of the Marshals must remain for **30 minutes** after the posting of the **last event results** for the morning session so that they can sign off the time of receipt for any further withdrawal slips.

MARSHALLING FOR RELAYS

- All 4 swimmers must report to Marshalling. Teams are seated one behind each other in their swim order. The Recorders should have given the Marshals a printout of the relays with the swimmers' names in order of their swim.
- It is also the Marshal's responsibility to make sure the room is left tidy at the end of the session.

THANK YOU FOR
VOLUNTEERING