

RECORDER / SCORER (DESK CONTROL)

A. EQUIPMENT AND/OR SUPPLIES REQUIRED	2
B. PERFORMANCE OF THE POSITION	
I) Role	2
II) Before the meet	2
III) During the meet	3
a) Seeding of heats and finals	3
b) Swim offs	4
c) Relays	4
d) Time Trials	5
e) Timing	5
f) Canadian Records	6
g) National age group records	7
h) Scoring and awards	8
IV) After the meet	9

A. Equipment and/or supplies required

1. Recorder/Scorer
 - a) Canadian and World Record applications (see SW 12.16)
 - b) Current copy of Provincial Age Group and National records
 - c) Scoring sheets (individual / team)
 - d) Calculator

B. Performance of the position

1. Role of the Recorder/Scorer

This clinic is for meets up to and including Provincials. If you are involved in SNC National or International meets, become familiar with the SW 2.11 Desk Control

- a) During sessions of preliminary heats, he/she shall:
 - i) Receive and process the Chief Finish Judge's reports of each event.
 - ii) Compile a list of swimmers, including the two (2) highest-ranking alternates, who advance to A and B finals.
 - The finals list shall include swimmers names, club, times(with pending records and new lane assignment)
 - Provides a list of finals for program, press and/or posting.
 - iii) Compile a complete list of performances achieved in preliminary heats
 - Compile a complete list of times achieved in prelims for posting.
- b) During sessions of finals (and time finals) he/she shall:
 - i) receive and process the Chief Finish Judge's report for each event
 - ii) compile a list of swimmers in their order of finish.
 - iii) assist the Meet Manager in producing a complete list of results of the meet.
- c) Shall keep an accounting of team and individual scores
 - Provides scoring for interim announcement and final results

II) BEFORE THE MEET

- a) Arrive one hour before the meet starts
 - i) This will allow you time to have a briefing with the Referee before he gets busy.
- b) Ask the Meet Manager:
 - i) Where your work area is?
 - Usually in the meet office, computer room or close to the computer room.
 - ii) Ask for a copy of the meet information to determine how the meet is scored.
 - iii) Is all the meet to be scored by computer, or are some parts to be scored manually? (for example, high point awards)
 - iv) Is there a Recorder and a Scorer, or only one person doing both jobs?
 - If only one do you have an assistant?
 - v) Where are the results to be posted?

- a) Introduce yourself to the Office Manager, Chief Finish Judge, Computer Input Person, Chief Judge Electronics and the Referee.
 - i) These are the officials that you will be working with very closely.

III) DURING THE MEET

a) The Recorder/Scorer is responsible for:

- i) Producing listing for consolations (B finals), semifinals, and finals (A finals). If the meet is being run on line with the electronics going directly into the computer

- check that all changes from the deck, Clerk of Course and Referee, are entered into the computer
- check that the results from the Chief Finish Judge and the Chief Judge Electronics are in agreement
- if these results do not agree, check for the reason and bring it to the attention of the Referee, before issuing the results.

- ii) Checking for records

- iii) Record applications and having them signed

- iv) Issuing the official results for the meet

b) Seeding of Heats, Semifinals, and Finals (SW 3)

- i) Heats (SW 3.1)
- ii) Semifinals and Finals (SW 3.2)

c) Swim- off

SW 3.2.3 *In the event that swimmers from the same or different heats have equal times registered to 1/100 second for either the eighth place or the sixteenth place, there shall be a swim-off to determine which swimmer shall advance to the appropriate final. Such swim-off shall take place not less than one hour after all involved swimmers have completed their heat. Another swim-off shall take place if equal times are registered again.*

- You are the final check for any swim-offs.

- Check the Chief Finish Judges results, if using electronics, to compare the Chief Finish Judge results with the electronics tapes or the results produced by the computer to ensure correctness of the results being entered.

CSW 3.4.2 *Times made in a swim-off may count as records, but they shall not elevate any of the swimmers beyond the highest qualifying position in dispute. Separate time cards, marked "swim-off", shall be used. Times achieved in a swim-off shall be recorded in the official results.*

- Complete swim-off cards, advise the Referee, and Clerk of Course.
- If the Referee requests, advise the teams of when the swim-off will be held.
- Swim-off times are published in the results and "SO"("swim-off") is put in the far right column on the results sheet.

e.g. RACHELLE HIEBERT 12 MAC 01:26.48 02:59.12 04:52.60 06:18.12 "SO"
CHRISTEN JOHNSON 12 ROD 01:30.80 03:10.22 05:00.15 06:18.47 "SO"

d) Relays:

SW 10.12 *The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.*

- Ensure that "relay only" swimmers don't swim in other events.

CSW 10.12.1 *Unattached swimmers shall not participate in relay events. A swimmer shall compete as a member of only one relay team per event. The members of a relay team and their order of competing must be listed before the last scratch deadline.*

- Ensure that "unattached swimmers " do not swim in relays.
- A swimmer shall compete as a member of only one relay team per event. (Interchanges of members between heats and finals are allowed)

CSW 10.12.3 *The offending swimmer(s) of a relay team disqualified in heats shall not be used as a member(s) of a relay team in the final of the same event.*

CSWAG 1.1.7 *In age-group relays, one or two swimmers may be from a younger age-group.*

- This is only permitted in relays, not individual events.

e) **Time Trials** (CSW 3.6)

CSW 3.6.1 **Class One Time Trials**

-reserved for sanctioned record attempts only

CSW 3.6.2 **Class Two Time Trials**

-Sanctioned by the PS and requires qualified officials in place.

-Records shall not be accepted from class two time trials.

f) **Timing**

SW 11.4 Should a swimmer be disqualified during or following an event, such disqualification should be recorded in the official results, but no time or place shall be recorded or announced.

- A DQ shall be entered with **no time given**
(e.g.) RACHELLE H. 12 MAC DQ

SW 11.5 In the case of relay disqualification, legal splits up to the time of the disqualification shall be recorded in the official results.

(e.g.) 0:1:10.66 02:19:89 DQ
1. ANDREA H. 3. RUTH M.
2. LAURIE G. 4. SUZANNE D.

- Assume the third swimmer was DQ'd
- All times up to and including the second swimmer will be entered in the results.
- A record can be set by the first swimmer.

SW 11.6 All 50 metre and 100 metre splits shall be recorded for lead-off swimmers during relays and published in the official results.

- A record may be set by the first swimmer in any relay.
- Three timekeepers take the split on the first leg of the relay
- The first leg of a relay is considered as a race in itself so official times are taken by three timekeepers at the finish.
- Other splits in relays need only the regular one time taken.

g) **Canadian Records** (CSW 12.17.1)

A Canadian Record shall be:

CSW 12.17.1.1 A performance by a swimmer who is eligible for selection to a national team representing Canada in the Olympics Games, the Commonwealth Games, the Pan American Games, the World Championships, or any such major international meet; or

CSW 12.17.1.2 A performance by a swimmer who is a "landed immigrant" by Canadian law and as defined by the AFC and is registered with SNC; or

CSW 12.17.1.3 A performance by a Canadian club relay team, when all members of the team are eligible to hold Canadian records, are registered with the same club, and are eligible to compete for that club.

CSW 12.17.2 A national team relay record is set when all members of the relay team who set the record are members of the Canadian national team, a provincial team, or a Canada Games Team.

*CSW 12.17.3 Record swims shall be timed and recorded by three (3) **qualified Timekeepers** or by an SNC approved automatic timing system.*

- Ensure that the time has been recorded by three Timekeepers when no automatic timing system is used. (This only applies for Canadian Records)
- An automatic timing system is needed for World Records (SW 12.6)

CSW 12.17.4 A time achieved while swimming the first "leg" of a relay, or while swimming any part of an event with a "gun" start may count as a record. For a split time to count as a record, the swimmer must legally complete the full distance of the event, shall be equal to or better than the qualifying time for the event. (See also SW 12.8 & SW 12.9)

- Check the official results and ensure that any record set during swims that occurred during the first leg of a relay are recorded and the record applications are completed.
- If a swimmer is swimming in a 400 meter freestyle event, he/she can set a record in any of the following: 50m, 100m, 200m or 400m freestyle.
- **For any of these times to count as records, the full 400 meters must equal or better the qualifying time for the event. (CSW 12.17.4)**

(e.g.)Nicole K. 12 ASC 1:39.91 3:10.76 5:05.85 6:29.27
Nicole K. 12 ASC 1:39.91 "OS" (Official Split)

CSW 12.17.5 *A record time shall be achieved in the relevant stroke-event. All times achieved in a freestyle event shall be regarded as freestyle, no matter what stroke is swum.*

CSW 12.17.6 *Canadian records may be considered for acceptance from any competition sanctioned by PS, SNC or FINA, other than a Class Two Time Trial, and a certificate shall be awarded to the record holder.*

CSW 12.17.7 *Records shall be recognized in each of the following events (50m and 25m pools)*

<i>Freestyle</i>	<i>50, 100, 200, 400, 800, 1500 metres</i>
<i>Backstroke</i>	<i>50, 100, 200 metres</i>
<i>Breaststroke</i>	<i>50, 100, 200 metres</i>
<i>Butterfly</i>	<i>50, 100, 200 metres</i>
<i>I.M.</i>	<i>200, 400 metres (and 100 metres in 25m pools)</i>
<i>Free Relay</i>	<i>200, 400, 800 metres</i>
<i>Medley Relay</i>	<i>200, 400 metres</i>

h) National Age Group Records (CSWAG 1.2)

A national age group record shall be:

CSWAG 1.2.1.1 *In individual events, swimmers shall be the correct age on the first day of the meet in which the record was made.*

CSWAG 1.2.1.2 *A record time may be achieved in senior or age group events.*

CSWAG 1.2.1.3 *The swimmer shall meet the qualifications to hold Canadian records (GR 2.5)*

CSWAG 1.2.2 *National age group records are recognized for the same individual events as Canadian records.*

· see CSW 12.17.7 above

CSWAG 1.2.3 *A swimmer need not place first in a heat or in an overall event to set a national age group record while competing in a senior event.*

CSWAG 1.2.4 *SNC approved age groups are 11-12, 13-14, and 15-17 only. These age groups shall be recognized for National Age Group record keeping. The swimmer's age shall be that on the first day of the meet unless otherwise specified by SNC. SNC or the PS may authorize additional younger or older age groups.*

Note: Other age groups are permitted to be used. These age groups listed in CSWAG 1.2.4 are for record keeping purposes only.

i) Scoring & Awards:

- The Recorder/Scorer is responsible for scoring the meet when the meet is not being scored by a computer. And when the meet is scored by the computer, the Recorder/Scorer shall verify the final results.

SNC 4.1.1 *Scoring for all SNC Designated National Meets shall be: 50-30-20-15-14-13-12-11; and 9-7-6-5-4-3-2-1 for individual events. Relay events shall be scored 50-30-20-15-14-13-12-11.*

- **Note that this point system applies specifically to SNC Designated National Meets.**

CGR 10.8.1.1 *Whenever the point scores for a meet differ from the accepted national scoring standard, (SNC 4.1.1) they shall be published with the meet information.*

- This means that **other point systems may be used when scoring meets.** The same is true for scoring high point awards. Simply state this in the meet information package.

CGR 10.8.1.2 *In case of a tie, the points for each place involved in the tie shall be added together and divided equally among competitors or teams involved in the tie.*

CGR 10.8.1.3 *Disqualified swimmers and relay teams shall not be awarded points.*

CGR 10.8.1.4 *A swimmer who fails to meet the qualifying time for an event shall not be awarded points. ("failed swim")*

CGR 10.8.1.5 *Deck Entries shall not be awarded points, medals, or awards. (This applies also to "exhibition" swims)*

- It is often customary to note "Failed Swims" by separating them from the remainder of the swims on the results listing by a line known as the failed swim line.

CGR 10.8.1.6 *Swimmers who scratch shall not be awarded points. However, a swimmer may scratch from a swim-off and remain eligible to be awarded points according to his final placing.*

SNC 4.2.1 (Applies to Designated National Meets)

Points for individual High Point awards, if applicable, may be earned in individual events only and shall be awarded on the basis of 5-2-1.

- Again, as stated in CGR 10.8.1.1 above, **other point systems may be used when scoring meets** for high point awards. Simply state this in the meet information package.

Note: Team scores are posted as soon as possible, thus stimulating spirit and performance. The top ten men, women and combined team points as well as individuals records shall be published.

IV. AFTER THE MEET

- a) Ensure the Meet Manager has a total of all Individual and Team scoring for the Award Presentation at the end of the meet.
- b) Return all score sheets, Chief Finish Judge Reports, Electronic Tapes, etc. to the office for safe keeping.
- c) Clean the area you were working in.

Recorder/Scorer(Desk Control)