



Mountain Hi Swim League

Clerk of Course Training
2021





Agenda

- Sign In
- Purpose of Clerk of Course
- Before Season
- Deck Map
- Prior to the Meet
- During Warm Ups
- During the Meet
- Changes to Individual Events
- Swimmer Eligibility
- Division Break Out

• **Check in** • **Queuing** • **Heating** • **Swim**



Sign-In... Please!

If you're not on my list, you weren't here....

Mountain HI Swim League Clerk of Course Training - Sign In Sheet				
Team	Name	Email	Phone	Signature
Division A				
Wheatlands Sharks				
Tallyn's Reach Tiger Sharks				
Cook Creek Wahoos				
Piney Creek Heat				
Stroh Ranch Anthology				
Division B				
Castle Pines Crocs				
Southglenn Country Club Gators				
Wildcat Ridge Tiger Sharks				
Foxridge Foxes				
Holly Park Sharks				
Smoky Hill Sharks				
Division C				
Castle Pines Village Stingrays				
Dam West Dolphins				
Hills West Waves				
Clarke Farms Tsumanis				
Castle Rock East				
Castle Rock West				
Division D				
Arapahoe Lake Whalers				
Lifetime Lightning Bolts				
Canterberry Crossing Crocs				
CAC Monaco Marlins				
Willow Creek I Barracudas				
Willow Creek III Dolphins				

Don't lose a valuable point for your team !

- Check in
- Queuing
- Heating
- Swim

Clerk of Course

It can be like herding cats



- Check in
- Queuing
- Heating
- Swim



Purpose of Clerk of Course

- Manage the heating area
- Work closely with
 - the Heating Area Coordinators
 - the Starter
 - the Deck Referee to ...

ENSURE A SMOOTH RUNNING MEET

• **Check in** • **Queuing** • **Heating** • **Swim**



Before Season

- Each team must have one person designated as Clerk of Course. The home team supplies the CoC at dual meets.
- Each year, the Clerk of Course must attend a mandatory clinic/course provided by League
 - You're here – one thing off your list!
- Make sure to read these sections of 2021 League Policy and Procedures manual
 - 14.8, Clerk of Course
 - 14.9, Heating Area Coordinator
 - YOU are responsible; they help you run a smooth meet*
 - 10.2, Meet Preparation

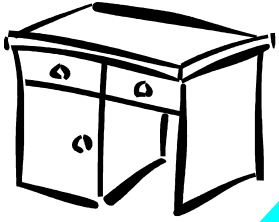


Equipment and Space

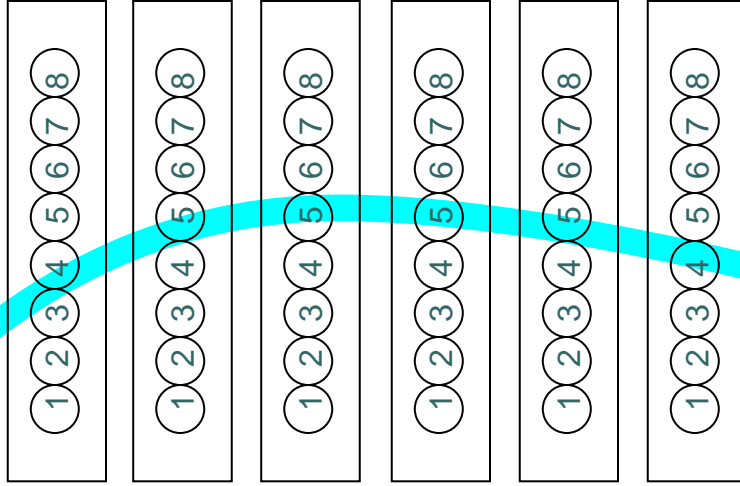
- The Clerk of Course should have an area that is clearly marked “Heating Area” where all swimmers must report as soon as their events are called
- For efficient meet set up, recommend:
 - check in table for swimmers;
 - seating in queuing section;
 - seating for heating behind each swim lane; and,
 - heating board (card meet)
- Really nice to have:
 - Tape
 - Communication devices (cell phone, walkie-talkie)
 - Pencils, Erasers, Clipboards
 - Extra Cards
 - SHADE!

• **Check in** • **Queuing** • **Heating** • **Swim**

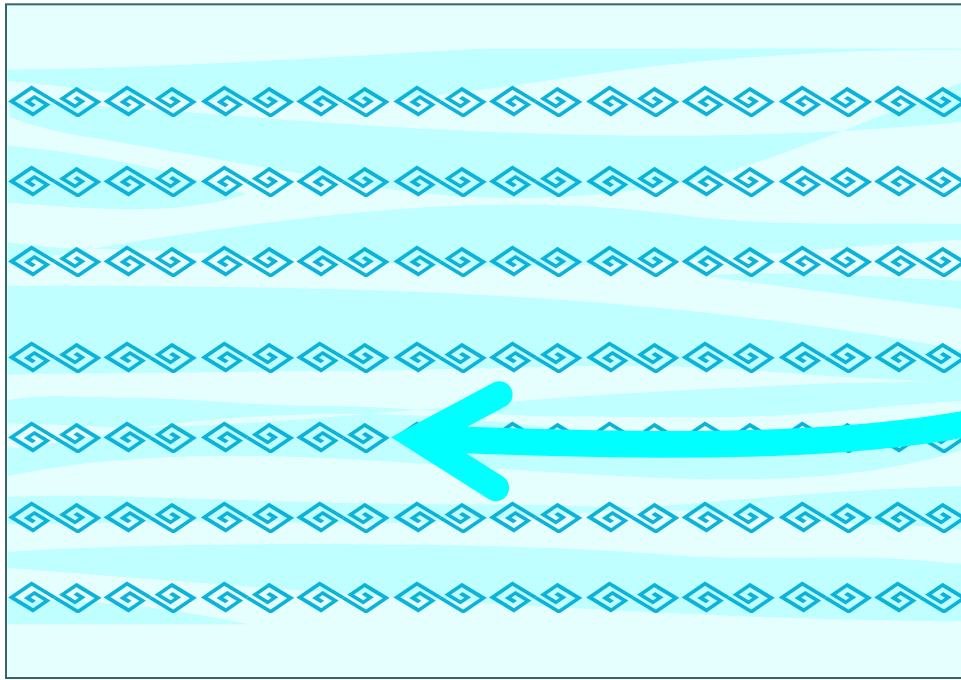
Typical Deck Map



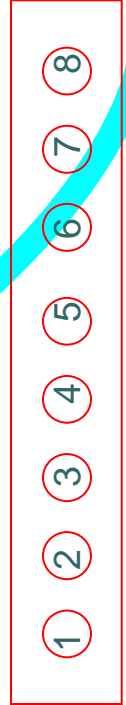
(1) Check-in



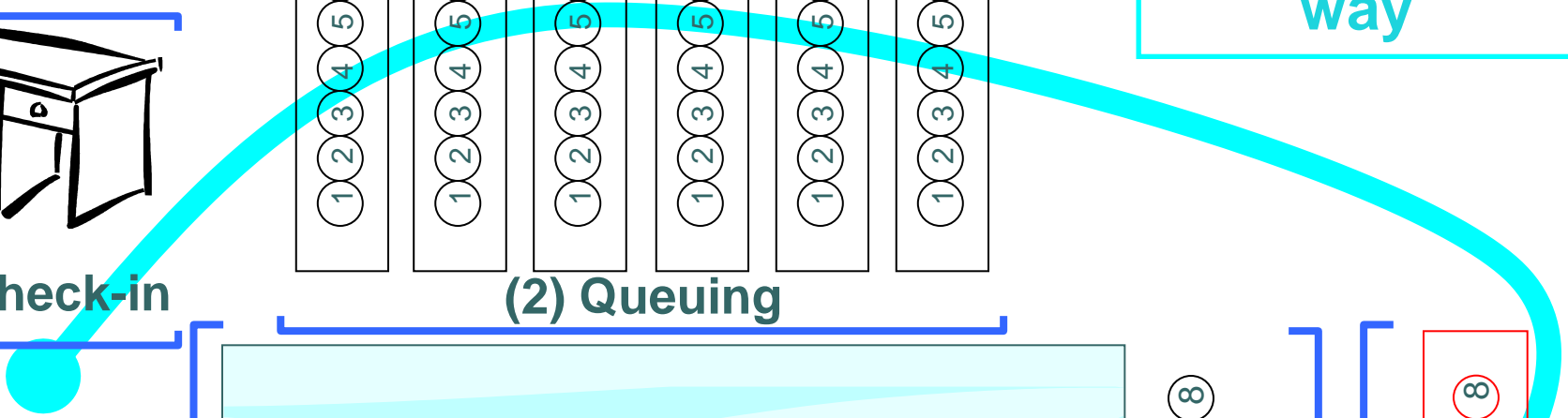
Example: not all pools will be set up this way



(4) Swimming



(3) Heating





Prior to the Meet

- The Clerk of Course will be provided all entry cards (if carded meet) and a program of the names of all swimmers in all events, including relays, in the order (slowest to fastest) in which they will swim
- The Clerk of Course should assure that each entry is correct, i.e., proper event number, distance, and heat/lane assignment (slowest to fastest). (if carded meet, verify cards)
- Carded meets - All cards should then be transferred to a box labeled by event and heat. Pink cards are for girls, blue for boys and green for all relays, regardless of sex

• **Check in** • **Queuing** • **Heating** • **Swim**



Prior to the Meet

- All scratches should be reported to the Clerk of Course at least 30 minutes prior to the start of the meet, meet programs/cards should be marked with an “S”, then forwarded to the Computer/Scoring area and Deck Ref/Meet Ref/Starter with the scratch form
- Heating Area Coordinator: Each team must provide at least one Heating Area Coordinator, to assist the Clerk of Course for every dual meet

Typical Meet Program

Mountain Hi Swim League - J

HY-TEK's MEET MANAGER 3.0 - 10:10 PM 6/2/2011 Page 1

2011-06-04 Hills West Wave @ Smoky Hill Shark - 6/4/2011

Hills West Wave @ Smoky Hill Sharks Jun 4th

Meet Program - Hills West @ Smoky Hill

<p>#1 Boys 13-14 200 SC Meter Freestyle</p> <p>MHSL11A: 2:08.12 1999 Casey Lowdermilk-PCRE SMKY Team Re: 2:17.31 1999 Steven Gross 3:00.20 AS11</p> <table border="1"> <thead> <tr> <th>Lane Name</th> <th>Age</th> <th>Team</th> <th>Seed Time</th> </tr> </thead> <tbody> <tr> <td>Heat 1 of 1 Finals Starts at 07:30 AM</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3 Ansary, Zyed M</td> <td>14</td> <td>SMKY-CO</td> <td>NT</td> </tr> </tbody> </table>	Lane Name	Age	Team	Seed Time	Heat 1 of 1 Finals Starts at 07:30 AM				3 Ansary, Zyed M	14	SMKY-CO	NT	<p>#6 Girls 8 & Under 100 SC Meter Medley Relay</p> <p>MHSL11A: 1:21.42 2007 Highlands Ranch SMKY Team Re: 1:33.65 1993 Debbie Maloney Becky Marschner</p> <table border="1"> <thead> <tr> <th>Lane Team</th> <th>Relay</th> <th>Seed Time</th> </tr> </thead> <tbody> <tr> <td>Heat 1 of 1 Finals Starts at 07:47 AM</td> <td></td> <td></td> </tr> <tr> <td>1 SMKY-CO</td> <td>C</td> <td>NT</td> </tr> <tr> <td>Arvenitis, Isabel K 6</td> <td>Sestak, Madelyn R 8</td> <td></td> </tr> <tr> <td>Reisdorph, Georgia K 7</td> <td>Mahaffy, Ella C 7</td> <td></td> </tr> <tr> <td>2 HILL-CO</td> <td>B</td> <td>NT</td> </tr> <tr> <td>Marsh, Camille A 7</td> <td>Flesch, Adelyn F 7</td> <td></td> </tr> <tr> <td>Flesch, Kendall A 7</td> <td>Silva, Autumn R 8</td> <td></td> </tr> <tr> <td>3 SMKY-CO</td> <td>A</td> <td>1:51.13</td> </tr> <tr> <td>Matney, Julia M 7</td> <td>McKay, Jessica J 7</td> <td></td> </tr> <tr> <td>Gaston, Kelly M 8</td> <td>Smith, Allison C 8</td> <td></td> </tr> <tr> <td>4 HILL-CO</td> <td>A</td> <td>1:38.68</td> </tr> <tr> <td>Panigrahi, Aadya 7</td> <td>Plumleigh, Caroline F 8</td> <td></td> </tr> <tr> <td>Harrington, Ava G 8</td> <td>Plumleigh, Julie C 8</td> <td></td> </tr> <tr> <td>5 SMKY-CO</td> <td>B</td> <td>NT</td> </tr> <tr> <td>Saturino, Emily M 8</td> <td>Foster, Abigail M 6</td> <td></td> </tr> <tr> <td>Rosales, Talia I 7</td> <td>Dotson, Grace A 8</td> <td></td> </tr> </tbody> </table>	Lane Team	Relay	Seed Time	Heat 1 of 1 Finals Starts at 07:47 AM			1 SMKY-CO	C	NT	Arvenitis, Isabel K 6	Sestak, Madelyn R 8		Reisdorph, Georgia K 7	Mahaffy, Ella C 7		2 HILL-CO	B	NT	Marsh, Camille A 7	Flesch, Adelyn F 7		Flesch, Kendall A 7	Silva, Autumn R 8		3 SMKY-CO	A	1:51.13	Matney, Julia M 7	McKay, Jessica J 7		Gaston, Kelly M 8	Smith, Allison C 8		4 HILL-CO	A	1:38.68	Panigrahi, Aadya 7	Plumleigh, Caroline F 8		Harrington, Ava G 8	Plumleigh, Julie C 8		5 SMKY-CO	B	NT	Saturino, Emily M 8	Foster, Abigail M 6		Rosales, Talia I 7	Dotson, Grace A 8		<p>#10 Girls 11-12 200 SC Meter Medley Relay</p> <p>MHSL11A: 2:21.62 2005 Piney Creek SMKY Team Re: 2:28.39 1998 Stephanie Last Amy Giesen</p> <table border="1"> <thead> <tr> <th>Lane Team</th> <th>Relay</th> <th>Seed Time</th> </tr> </thead> <tbody> <tr> <td>Heat 1 of 1 Finals Starts at 08:03 AM</td> <td></td> <td></td> </tr> <tr> <td>2 SMKY-CO</td> <td>B</td> <td>NT</td> </tr> <tr> <td>Smith, Alexis C 12</td> <td>Hahn, Sarah R 12</td> <td></td> </tr> <tr> <td>Rarden, Emma K 12</td> <td>Gaul, Natalie M 12</td> <td></td> </tr> <tr> <td>3 SMKY-CO</td> <td>A</td> <td>2:32.59</td> </tr> <tr> <td>Lubbers, Josephine K 12</td> <td>Wright, Katie H 11</td> <td></td> </tr> <tr> <td>Gaston, Brennah D 12</td> <td>Walton, Brieyana M 11</td> <td></td> </tr> <tr> <td>4 HILL-CO</td> <td>A</td> <td>2:29.22</td> </tr> <tr> <td>Holder, Kathryn G 11</td> <td>Dillon, Katie C 11</td> <td></td> </tr> <tr> <td>Dampier, Danielle L 12</td> <td>Hand, Ashley J 11</td> <td></td> </tr> <tr> <td>5 SMKY-CO</td> <td>C</td> <td>NT</td> </tr> <tr> <td>Dotson, Hanna E 11</td> <td>Novotny, Catherine A 11</td> <td></td> </tr> <tr> <td>Webster, Maddy P 12</td> <td>Reisdorph, Bailey A 11</td> <td></td> </tr> </tbody> </table>	Lane Team	Relay	Seed Time	Heat 1 of 1 Finals Starts at 08:03 AM			2 SMKY-CO	B	NT	Smith, Alexis C 12	Hahn, Sarah R 12		Rarden, Emma K 12	Gaul, Natalie M 12		3 SMKY-CO	A	2:32.59	Lubbers, Josephine K 12	Wright, Katie H 11		Gaston, Brennah D 12	Walton, Brieyana M 11		4 HILL-CO	A	2:29.22	Holder, Kathryn G 11	Dillon, Katie C 11		Dampier, Danielle L 12	Hand, Ashley J 11		5 SMKY-CO	C	NT	Dotson, Hanna E 11	Novotny, Catherine A 11		Webster, Maddy P 12	Reisdorph, Bailey A 11	
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<p>#2 Girls 13-14 200 SC Meter Freestyle</p> <p>MHSL11A: 2:12.05 2007 Caroline A. Piehl-PCRE SMKY Team Re: 2:15.72 2006 Lyndsay N. Williams at 2:52.00 AS11</p> <table border="1"> <thead> <tr> <th>Lane Name</th> <th>Age</th> <th>Team</th> <th>Seed Time</th> </tr> </thead> <tbody> <tr> <td>Heat 1 of 1 Finals Starts at 07:34 AM</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 Eheart, Abbey M</td> <td>14</td> <td>SMKY-CO</td> <td>NT</td> </tr> <tr> <td>3 Oakes, Rachel A</td> <td>13</td> <td>SMKY-CO</td> <td>NT</td> </tr> <tr> <td>4 Brenner, Kori N</td> <td>14</td> <td>SMKY-CO</td> <td>NT</td> </tr> </tbody> </table>	Lane Name	Age	Team	Seed Time	Heat 1 of 1 Finals Starts at 07:34 AM				2 Eheart, Abbey M	14	SMKY-CO	NT	3 Oakes, Rachel A	13	SMKY-CO	NT	4 Brenner, Kori N	14	SMKY-CO	NT	<p>#7 Boys 9-10 200 SC Meter Medley Relay</p> <p>MHSL11A: 2:44.28 1999 Highlands Ranch SMKY Team Re: 2:56.69 1993 Medley Relay Justin Ge Rich Marschner Zach Moore Tyler Anderson</p> <table border="1"> <thead> <tr> <th>Lane Team</th> <th>Relay</th> <th>Seed Time</th> </tr> </thead> <tbody> <tr> <td>Heat 1 of 1 Finals Starts at 07:50 AM</td> <td></td> <td></td> </tr> <tr> <td>3 SMKY-CO</td> <td>A</td> <td>3:43.33</td> </tr> <tr> <td>Campbell, Sam T 9</td> <td>Henderson, Jakob T 9</td> <td></td> </tr> <tr> <td>4 HILL-CO</td> <td>A</td> <td>3:11.69</td> </tr> <tr> <td>Schiff, Alex I 9</td> <td>Schiff, Jordan 9</td> <td></td> </tr> <tr> <td>Pak, Paul E 10</td> <td>Hand, Davey A 9</td> <td></td> </tr> </tbody> </table>	Lane Team	Relay	Seed Time	Heat 1 of 1 Finals Starts at 07:50 AM			3 SMKY-CO	A	3:43.33	Campbell, Sam T 9	Henderson, Jakob T 9		4 HILL-CO	A	3:11.69	Schiff, Alex I 9	Schiff, Jordan 9		Pak, Paul E 10	Hand, Davey A 9		<p>#11 Boys 13-14 200 SC Meter Medley Relay</p> <p>MHSL11A: 2:09.52 2002 Piney Creek SMKY Team Re: 2:24.34 2008 Smoky Hill Sharks B. Fry, G. Woomeer, K. King, M. Rayas</p> <table border="1"> <thead> <tr> <th>Lane Team</th> <th>Relay</th> <th>Seed Time</th> </tr> </thead> <tbody> <tr> <td>Heat 1 of 1 Finals Starts at 08:07 AM</td> <td></td> <td></td> </tr> <tr> <td>3 SMKY-CO</td> <td>A</td> <td>2:24.34</td> </tr> <tr> <td>Chamberlain, Connor S 14</td> <td>Gray, Spencer D 14</td> <td></td> </tr> <tr> <td>Ansary, Zyed M 14</td> <td>Wetherbie, Ryan S 13</td> <td></td> </tr> </tbody> </table>	Lane Team	Relay	Seed Time	Heat 1 of 1 Finals Starts at 08:07 AM			3 SMKY-CO	A	2:24.34	Chamberlain, Connor S 14	Gray, Spencer D 14		Ansary, Zyed M 14	Wetherbie, Ryan S 13																																																		
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<p>#3 Boys 15-18 200 SC Meter Freestyle</p> <p>MHSL11A: 2:00.56 1994 Nick Sheremeta-HILL SMKY Team Re: 2:11.01 1994 Ryan Jones 2:36.30 AS11</p> <table border="1"> <thead> <tr> <th>Lane Name</th> <th>Age</th> <th>Team</th> <th>Seed Time</th> </tr> </thead> <tbody> <tr> <td>Heat 1 of 1 Finals Starts at 07:37 AM</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 Andrzejczak, Cai</td> <td>17</td> <td>SMKY-CO</td> <td>2:25.02 AS11</td> </tr> <tr> <td>3 King, Kevin E</td> <td>17</td> <td>SMKY-CO</td> <td>2:17.64 AS11</td> </tr> <tr> <td>4 Harrington, Nich</td> <td>15</td> <td>HILL-CO</td> <td>NT</td> </tr> <tr> <td>5 Rarden, Elliott B</td> <td>16</td> <td>SMKY-CO</td> <td>2:36.44</td> </tr> </tbody> </table>	Lane Name	Age	Team	Seed Time	Heat 1 of 1 Finals Starts at 07:37 AM				2 Andrzejczak, Cai	17	SMKY-CO	2:25.02 AS11	3 King, Kevin E	17	SMKY-CO	2:17.64 AS11	4 Harrington, Nich	15	HILL-CO	NT	5 Rarden, Elliott B	16	SMKY-CO	2:36.44	<p>#8 Girls 9-10 200 SC Meter Medley Relay</p> <p>MHSL11A: 2:38.83 2007 Chapparal SMKY Team Re: 2:52.25 1996 MedleyRelay Dannielle Stephanie Last Amy Giesen Allison Aull</p> <table border="1"> <thead> <tr> <th>Lane Team</th> <th>Relay</th> <th>Seed Time</th> </tr> </thead> <tbody> <tr> <td>Heat 1 of 1 Finals Starts at 08:10 AM</td> <td></td> <td></td> </tr> <tr> <td>2 SMKY-CO</td> <td>B</td> <td>NT</td> </tr> <tr> <td>Saturino, Katherine L 13</td> <td>Carlson, Jewel-Leah R 14</td> <td></td> </tr> <tr> <td>Burrett, Tohmi R 14</td> <td>Lee, Samantha L 14</td> <td></td> </tr> <tr> <td>3 SMKY-CO</td> <td>A</td> <td>2:21.99</td> </tr> <tr> <td>Wright, Allie D 13</td> <td>Hasstedt, Hannah R 14</td> <td></td> </tr> </tbody> </table>	Lane Team	Relay	Seed Time	Heat 1 of 1 Finals Starts at 08:10 AM			2 SMKY-CO	B	NT	Saturino, Katherine L 13	Carlson, Jewel-Leah R 14		Burrett, Tohmi R 14	Lee, Samantha L 14		3 SMKY-CO	A	2:21.99	Wright, Allie D 13	Hasstedt, Hannah R 14		<p>#12 Girls 13-14 200 SC Meter Medley Relay</p> <p>MHSL11A: 2:12.39 2007 Piney Creek SMKY Team Re: 2:21.99 2005 Smoky Hill Sharks J. Allen, L. Williams, R. Boudar, H. Clark</p> <table border="1"> <thead> <tr> <th>Lane Team</th> <th>Relay</th> <th>Seed Time</th> </tr> </thead> <tbody> <tr> <td>Heat 1 of 1 Finals Starts at 08:10 AM</td> <td></td> <td></td> </tr> <tr> <td>2 SMKY-CO</td> <td>B</td> <td>NT</td> </tr> <tr> <td>Saturino, Katherine L 13</td> <td>Carlson, Jewel-Leah R 14</td> <td></td> </tr> <tr> <td>Burrett, Tohmi R 14</td> <td>Lee, Samantha L 14</td> <td></td> </tr> <tr> <td>3 SMKY-CO</td> <td>A</td> <td>2:21.99</td> </tr> <tr> <td>Wright, Allie D 13</td> <td>Hasstedt, Hannah R 14</td> <td></td> </tr> </tbody> </table>	Lane Team	Relay	Seed Time	Heat 1 of 1 Finals Starts at 08:10 AM			2 SMKY-CO	B	NT	Saturino, Katherine L 13	Carlson, Jewel-Leah R 14		Burrett, Tohmi R 14	Lee, Samantha L 14		3 SMKY-CO	A	2:21.99	Wright, Allie D 13	Hasstedt, Hannah R 14																																								
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Sample Entry Card

1 #1 Boys 13-14 200 Yard Freestyle - Finals
2 Heat: 1 Lane: 5
3 Swimmer, Sam 14 Comp#: 247
4 Team: Highlands Ranch-CO
5 6/17/2006 - Homestead Farms at Highland

1 – Event Number and Description of Event

2 – Heat number and lane number

3 – Swimmer name, age and competition number

4 – Team Name

5 – Date of Meet and Title of Meet



Meet Day Responsibilities

- The Clerk of Course is responsible for the smooth and efficient flow of swimmers within the “Heating Area”
- Swimmers should be urged to be in place either **3 heats or 3 events** before they are due to swim
- Carded meet - Checks each entry card to ensure swimmers are checked into proper event
- Communicates any changes in the seeding during a meet to the Starter and Meet Referee
- Communicates scratches to the scoring table
- Events should be called by number and description.
 - It is helpful to have a heating board with First Call / Last Call that the announcer can see
 - **Check in** • **Queuing** • **Heating** • **Swim**



During Warm Ups

- All relays should be declared for events 5-14 at least 30 minutes prior to the start of the meet and for events 81-90 by the start of the IM's event 71 (prior to the start of the meet is preferred)
- Have your Heating Board updated and clearly displayed prior to the beginning of the meet
- Be aware of the location of the announcer, introduce yourself and agree upon when to announce first and last calls
- **Prior to the scheduled start of the meet**, events 1 through 3 should report to Clerk of Course
- **Get to know your team.** Introduce yourself to all Heating Area Coordinators and inform them of their area of responsibility

• **Check in** • **Queuing** • **Heating** • **Swim**



Combine Events

- **14.8.12.** The Clerk of Course may combine events (if only one (1) or two (2) swimmers) and or heats (a heat cannot have only one (1) swimmer, slowest swimmers move up a heat, fastest swimmers move down) if allowable when necessary to expedite meet.

Best Practice: Avoid moving people “up” in time – unless you can assure yourself the affected swimmers can be notified! Better to have them get there early and sit tight a heat than miss their event.

Must be same stroke, same distance.

Scratches create opportunities to combine; Adds complicate things.

• **Check in** • **Queuing** • **Heating** • **Swim**



Speaking Points

- At a minimum, you **MUST** fix any single swimmer heats – a heat cannot have only one swimmer!
- After that, you are combining to shorten the meet and help it run smoother
- If you *must* move a faster swimmer “down” to avoid a single swimmer (moving a swimmer in same event from H2 to H1 to avoid a single swimmer in H1), a good swimmer to pick is Lane 6 in 6 lane pool or 8 in 8 lane (these should be the slowest of the faster H2 swimmers). Avoid if possible since the kid will be now be swimming earlier than they expected – communication here is key!

Combine Events

#1 Boys 13-14 200 SC Meter Freestyle				
MHSL11A:	2:08.12	1999	Casey Lowdermilk-PCR	
SMKY Team Re:	2:17.31	1999	Steven Gross	
	3:00.20	AS11		
Lane Name	Age	Team	Seed Time	
Heat 1 of 1 Finals Starts at 07:30 AM				
3	Ansary, Zyed M	14	SMKY-CO	NT
#2 Girls 13-14 200 SC Meter Freestyle				
MHSL11A:	2:12.05	2007	Caroline A. Piehl-PCR	
SMKY Team Re:	2:15.72	2006	Lyndsay N. Williams at	
	2:52.00	AS11		
Lane Name	Age	Team	Seed Time	
Heat 1 of 1 Finals Starts at 07:34 AM				
2	Eheart, Abbey M	14	SMKY-CO	NT
3	Oakes, Rachel A	13	SMKY-CO	NT
4	Brenner, Kori N	14	SMKY-CO	NT
#3 Boys 15-18 200 SC Meter Freestyle				
MHSL11A:	2:00.56	1994	Nick Sheremeta-HILL	
SMKY Team Re:	2:11.01	1994	Ryan Jones	
	2:36.30	AS11		
Lane Name	Age	Team	Seed Time	
Heat 1 of 1 Finals Starts at 07:37 AM				
2	Andrzejczak, Car	17	SMKY-CO	2:25.02 AS11
3	King, Kevin E	17	SMKY-CO	2:17.64 AS11
4	Harrington, Nich	15	HILL-CO	NT
5	Rarden, Elliott B	16	SMKY-CO	2:36.44
#4	L6 Ansary, Z			
MHSL11A:	2:10.02	2000	Caroline A. Piehl-PCR	

- Mark the Card (if carded meet) with the new Lane
- **Notify!**
 - Heating Area Coordinator
 - Starter
 - Referee
- Moved swimmer maintains their original Event and Heat designation
- In this example, Ansary is in a combined event, swimming Heat 1 of Event 1 in Lane 6 concurrent with E3, H1
- Is this the best choice?
 - His time may be more suitable to move him to Event 2....it is okay to combine boys/gir

Combine Events

#21 Boys 11-12 50 SC Meter Freestyle

MHSL11A: 28.14 2006 Derek Curry-PCRK
 SMKY Team Re: 31.96 1999 Austin Melton
 36.10 AS11

Lane Name	Age	Team	Seed Time
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Heat 1 of 2 Finals Starts at 08:38 AM

2	Pumilia, Max	11	HILL-CO	NT
3	Oakes, Peter J	11	SMKY-CO	NT
4	Hegde, Vikram	12	HILL-CO	49.92

Heat 2 of 2 Finals Starts at 08:39 AM

1	Brenner, Josh J	11	SMKY-CO	NT
2	Harrington, Alex	11	HILL-CO	41.28
3	Carlton, Nathon C	11	SMKY-CO	1:00.19
4	Barrett, Adam J	11	HILL-CO	41.00
5	Mauck, Sam J	12	SMKY-CO	NT
6	Egan, Jackson R	12	HILL-CO	48.87

#22 Girls 11-12 50 SC Meter Freestyle

MHSL11A: 29.38 2010 Abigail M. Kochevar-C
 SMKY Team Re: 30.53 2008 Jamie R. Allen at 2008 E
 35.20 AS11

Lane Name	Age	Team	Seed Time
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Heat 1 of 3 Finals Starts at 08:41 AM

3	Dotson, Hanna E	11	SMKY-CO	1:00.82
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Heat 2 of 3 Finals Starts at 08:42 AM

1	Depew, Allyson	11	SMKY-CO	52.96
2	Dillon, Katie C	11	HILL-CO	1:08.44
3	Wright, Katie H	11	SMKY-CO	47.37
4	Powis, Emily S	11	HILL-CO	1:02.69
5	Webster, Maddy	12	SMKY-CO	48.71
6	Stern, Kathryn A	12	HILL-CO	NT

Heat 3 of 3 Finals Starts at 08:44 AM

1	Webster, Katie L	11	SMKY-CO	47.01
2	Channell, Hileen	11	HILL-CO	41.28
3	Walton, Brieyan	11	SMKY-CO	41.56
4	Dampier, Daniell	12	HILL-CO	33.09 AS11
5	Gaul, Natalie M	12	SMKY-CO	42.41
6	Hand, Ashley J	11	HILL-CO	45.22

- In this example, Max, Pete and Vikram are in a combined event, swimming Heat 1 of Event 21 in Lanes 2, 3, 4 concurrent with E22, H1. Hanna bumps to Lane 5.
- Is this the best choice?
 - Should Kathryn move down from H2 to H1?



Deck Changes

Once the meet has begun, the only changes that will be allowed on deck are scratches.

To clarify, swimmers already entered in the meet will not be allowed deck changes [i.e., may not switch from one event to another].

- 10.2.8.If a swimmer is entered in more than the allowable number of events, and the affected coach does not provide corrected entries by the cut-off, the swimmer will be entered in the first three individual events (by event number) and other events will be scratched.
- 10.2.10.Deck adds shall be allowed on day of the dual meet, if presented to the Clerk of Course at least 30 minutes before the meet begins. For the freestyle relays, it is recommended that the swimmers' names are sub-mitted no later than event 71. This is to assure that the meet database is updated prior to the start of the event.



Deck Change Scenarios

Swimmer entered in 3 Individual events?

- No allowable changes

Swimmer entered in 2 individual events?

- No allowable changes

Swimmer entered in 3 individual events, scratches from one or more?

- No allowable changes

Swimmer entered in 2 individual events, scratches from one or more?

- No allowable changes

Swimmer entered in 0 individual events?

- May add three events if added at least 30min prior to the start of the meet
- **Check in** • **Queuing** • **Heating** • **Swim**



Adds and New Heats

All “deck” adds must be submitted to the scoring table a minimum of 30 minutes prior to the start of the meet.

Each swimmer may compete in a maximum of three individual and two relay events.

- **Check in**
- **Queuing**
- **Heating**
- **Swim**



Speaking Points

- Cutoff time for dual meet adds is now required to be 30 minutes prior to the scheduled start of the meet.
- Must accept adds for individual events up to the agreed upon time, even if it creates a new heat.
- Over-Entered Swimmers – the first 3 events that the swimmer is placed in will be the events that the swimmer may swim. Events #4/#5 will automatically be scratched.



During the Meet

- Continually update the Heating Board so that all rows in the Queue Area are full (remember swimmers are to check in two to three events prior to their swim) ... no less than 3 heats prior to their swim
 - The number of heats that you queue all depends upon the number of heats in that event
 - Just make sure to have your queuing area full
 - Keep your program on hand so that you are aware of the number of heats per event coming up
- Notify announcer on first calls and last calls for events so that swimmers may be directed to the Clerk of Course
- As swimmers check in, give each swimmer their individual entry card

• **Check in** • **Queuing** • **Heating** • **Swim**



During the Meet

- After swimmers receive their entry card (if carded meet), a Heating Area Coordinator will direct them to the row of seats (or bench) for their respective event and heat. If non-carded meet, the Heating Area Coordinator will use the program and the first call/last call board.
- Swimmers will continuously move up in the row of seats (or bench) towards the front of the Queuing Area as swimmers move to the heating area
- Heating Area Coordinators will guide swimmers (herd smaller swimmers) from bench to bench and ultimately to the heating area when their turn to swim arrives
- Clerk of Course should keep the heating area full and ready for subsequent events so as to not delay the meet.



During the Meet

- The Clerk of Course may continue to combine events throughout the meet. Communication with the officials and heating is critical!
- The Clerk of Course shall notify the Starter/Meet Referee and Stroke and Turn/Chief Judge/Meet Referee with the number of heats, scratches and any significant changes in an event, to update their meet program

10.4.1.4. In the event that, despite all efforts, the estimated timing of the meet from Meet Manager exceeds the agreed upon length, the Parent Delegates will obtain input from the Meet Referee, Starter, Coaches and Clerk of Course prior to the start of the meet to determine how the meet can be shortened. Possible considerations include: combining heats, reducing number of heats, fly-overs, etc.

• **Check in** • **Queuing** • **Heating** • **Swim**



Individual Swimmer Eligibility

10.2.3. A swimmer may compete in his/her legal age group and an older age group provided:

10.2.4. He/she does not repeat the same event; e.g., 100 I.M. and 200 I.M.

10.2.5. Once he/she has advanced to an older age group, he/she **may not** return to his/her legal age group for the remainder of the meet with the exception of the Medley Relay event (see Section [10.11] immediately below).

10.2.6. For relays, as long as at least one (1) swimmer is in the correct age group, other swimmers may move up from any age group to swim in a relay. Swimmers may not swim on more than one (1) medley relay or more than one (1) freestyle relay per meet.



Relay Splits

10.8.1. Recording Official Times on Relay Splits — An official individual event time may be recorded for a swimmer during a relay event when that swimmer is swimming in the lead-off position for a relay event. The lead off swimmer must swim the same stroke and distance as the individual event for which he/she is attempting to record an official time.

Procedure is described in P&P, Section 10.8.1

- **Check in**
- **Queuing**
- **Heating**
- **Swim**



Relay Splits

- If carded, lead-off swimmer gets a new card for that event
 - Clearly mark card “Lead Off” to flag timers and scoring
 - Be certain that the Meet Referee is onboard - they are responsible for making certain all other officials are prepared
- The split time will be entered at the scoring table
 - Not a different event
 - May qualify for All Stars and League records
- Remaining swimmers on that relay team carry on as usual

• **Check in** • **Queuing** • **Heating** • **Swim**



Intermediate Times

- **10.8.2.** An official individual event time may be recorded for a swimmer during a relay event when that swimmer is swimming in the lead-off position for a relay event. The lead off swimmer must swim the same stroke and distance as the individual event for which he/she is attempting to record an official time. The process for recording the official time is as follows:

Procedure is described in P&P, Section 10.8.2

• **Check in** • **Queuing** • **Heating** • **Swim**



Intermediate Times

Similar to a split time

- Swimmer gets a new card (2 total)
 - Clearly mark card “Intermediate” to flag timers and scoring
 - Be certain that the Meet Referee is onboard - they are responsible for making certain all other officials are prepared
- The intermediate time will be entered at the scoring table
 - May qualify for All Stars and League records

Different than a split time

- The intermediate distance is a new event
 - Create a new event by adding 100 to the full event
 - Example: A swimmer wants their 50 free split off their 100 free attempt. Create a new event, 170 – 50 free, from their full event, 70 – 100 Free. Swimmer takes both cards to the blocks.



Swim-Offs

At dual meets, ties stand and there is no need for swim-offs. At Preliminary Sessions, ties may require a swim-off to determine who qualifies for finals or who fills the alternate slots.

- **12.3.3.1.** Swim-offs will occur when two or more swimmers with duplicate times fall within the following positions in the preliminary results:
- 6-lane pool: 6th/7th places; 7th/8th places; 12th/13th places; 13th/14th places; 14th/15th places;
- 8-lane pool: 8th/9th places; 9th/10th places; 16th/17th places; 17th/18th places; 18th/19th places;



Swim-Offs

The swim-off is a new event

- Create a new event by adding 100 to the original event
 - Example: Three swimmers are given the same time in event 3. Create a new event, 103. Assign lanes randomly, starting at center and alternating side to side (e.g., 3,4,2,5, etc)
- 12.3.3.4.If any swimmer has left the venue and is unavailable to return for the swim-off during that Session, that swimmer shall be considered disqualified for the swim-off result (see 12.2.3.5).
- 12.3.3.5.In the case of a disqualification during a swim-off, the swimmer so disqualified is given the lowest qualifying position for which he/she is competing. Disqualification during a swim-off for a qualifying position shall not eliminate a swimmer from eligibility to compete in the accompanying Finals, or as an alternate. If disqualifications leave a vacancy for the full complement of finalists, swim-offs shall be continued among the disqualifying swimmers until a full complement of finalists is assured.

• **Check in** • **Queuing** • **Heating** • **Swim**