

SWIM CLINIC

RECORDER /SCORER  
(DESK CONTROL)  
CLINIC

## RECORDER/SCORER (DESK CONTROL) INDEX

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## RECORDER/SCORER (DESK CONTROL)

### A. Equipment and/or supplies required

1. Recorder/Scorer
  - a) Record applications
    - i) Canadian and FINA World records applications are in Appendix A
  - b) Current copy of Provincial Age Group and National records
  - c) Scoring sheets (individual / team)
  - d) Calculator

### B. Performance of the position

#### I) Role of the Recorder/Scorer

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

#### Recorder/Scorer

- a) During sessions of preliminary heats, he 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. Example in Appendix E, SAMPLE RESULTS PRELIMINARY RESULTS
- b) During sessions of finals (and time finals) he 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. Example in Appendix E, SAMPLE RESULTS
  - 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 Sample in Appendix C and D

## 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 the all the meet to be scored by computer, or are some parts to be scored manually?
  - iv) Is there a Recorder and a Scorer, or only one?
    - 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 very closely with.

## III) During the meet

- a) **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, ensure;
    - that all changes from the deck, Clerk of Course and Referee, are entered into the computer
    - the results from the Chief Finish Judge and the Chief Judge Electronics are in agreement
    - if not 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 (sample in Appendix G)
  - iv) issuing the official results for the meet (sample in Appendix E)

b) **SW 3 Seeding of Heats and Finals**

The starting stations for all events in the Olympic Games, World Championships, Regional Games and other FINA competitions shall be seeded as follows:

**SW 3.2.3 Swim-off**

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 you are using electronics, 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.

c) **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-offs times are published in the results and SO is put in the far right column (sample in Appendix E)

e.g. RACHELLE HIEBERT 12 AMAC 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) **SNC 1.7 Relays:**

Relay team members shall be properly entered in at least one (1) individual event, except when a club enters only one (1) team in a relay event, only three (3) members of the team shall be properly entered into an individual event. Swimmers whose names appear on the meet entry forms as "relays only" shall swim only in relays. Unattached swimmers shall not participate in relay events. "A swimmer shall compete as a member for 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 "relay only" swimmers don't swim in other events.
- Ensure that "unattached swimmers " do not swim in relays.

**SNC 1.7.3**

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

**SNC 1.7.1 and SNC 3.3.2**

A swimmer shall compete as a member of only one relay team per event. (Interchanges of members between heats and finals are allowed)

**CSWAG 1.1.7**

In age group relays, one (1), or two (2) swimmers may be from a younger age group.

e) **Time Trials:**

**CSW 3.6.1 Class One Time Trials**

**CSW 3.6.2 Class Two Time Trials:**

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 HIEBERT 12 AMAC

DQ

**SW11.5 Timing:**

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

e.g.

|                     |                  |          |    |
|---------------------|------------------|----------|----|
| UNIVERSITY "A" UCSC | 0:1:10.66        | 02:19:89 | DQ |
| MEGAN KINSELLA,     | ALLISON ZWARICH, |          |    |
| STACEY TEHZ,        | KRISTIN ZAMIC    |          |    |

- 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 Timing**

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.

**g) CSW 12.17 Canadian Records**

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.

- You must ensure that the time has been recorded by three Timekeepers, (this only applies for Canadian Records)
- The automatic timing equipment (this applies for ALL records)  
Note: 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, they can set a record in any of the following, 50, 100, 200 or 400 freestyle (sample in Appendix E)
- For these times to count as records, the full 400 meters must equal or better the qualifying time for the event.

e.g.

Nicole Knopke 12 ASC 01:39.91 03:10.76 05:05.85 06:29.27  
Nicole Knopke 12 ASC 01:39.91 OS

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 2-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)

|              |  |
|--------------|--|
| Freestyle    | 50, 100, 200, 400, 800, 1500 metres          |
| Backstroke   | 50, 100, 200 metres                          |
| Breaststroke | 50, 100, 200 metres                          |
| Butterfly    | 50, 100, 200 metres                          |
| I.M.         | 200, 400 metres and 100 metres in 25M pools) |
| Free Relay   | 200, 400, 800 metres                         |
| Medley Relay | 200, 400 metres                              |

**h) CSWAG 1.2 National Age Group Records**

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 1.2.5)

**CSWAG 1.2.2**

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

- see CSW 12.17.2 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.

#### i) Scoring & Awards

Responsible for scoring the meet (meet may be scored by computer)

#### SNC 1.6.1

Whenever the point scores for a meet differ from the accepted national scoring standard they shall be published with the meet information package.

- SNC 4.1 Team scoring for all SNC Designated Meets shall be 50-30-20-15-14-13-12-11; 9-7-6-5-4-3-2-1 for individual events; 50-30-20-15-14-13-12-11 for relay events.

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.

Disqualified swimmers and relay teams shall not be awarded points.

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

- Note: In results, failed swims are separated from the remainder of the swims by a line known as the failed swim line.

Deck entries shall not be awarded points, medals or awards.

#### CSW 3.4.1

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 4.4.1 ( or SNC 1.6.7)

Points for individual high points awards shall be awarded in individual events only. They shall be awarded: 5 for a first place finish, 2 for a second place finish, and 1 for a third place finish.

Other:

Ensure you know all eligibility rules. Refer problems of eligibility to meet manager.

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 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 are working in.



**D. SAMPLE INDIVIDUAL SCORING SHEET**



**Swim Alberta**

OFFICIAL SCORE SHEET

EVENT SCORE



RUNNING TOTAL

BOYS / GIRLS

AGE

NAME OF MEET \_\_\_\_\_ LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

| EVENT No.    | Club  | 1 | 9 | 17 |   |   |   |   |   | TOTAL |
|--------------|-------|---|---|----|---|---|---|---|---|-------|
| Jane Doe     | XYZ   | 5 | 1 | 5  | / | / | / | / | / |       |
| Sue Brown    | ABC   | 2 | 6 | 2  | / | / | / | / | / |       |
| Judy Green   | LMN   | 1 | 2 | 3  | / | / | / | / | / |       |
| Nancy Black  | UNATT |   | 5 | 3  | / | / | / | / | / |       |
| Sharon White | XYZ   |   |   | 1  | / | / | / | / | / |       |
|              |       |   |   | 1  | / | / | / | / | / |       |
|              |       |   |   |    | / | / | / | / | / |       |
|              |       |   |   |    | / | / | / | / | / |       |
|              |       |   |   |    | / | / | / | / | / |       |
|              |       |   |   |    | / | / | / | / | / |       |
|              |       |   |   |    | / | / | / | / | / |       |
|              |       |   |   |    | / | / | / | / | / |       |
|              |       |   |   |    | / | / | / | / | / |       |
|              |       |   |   |    | / | / | / | / | / |       |
|              |       |   |   |    | / | / | / | / | / |       |
|              |       |   |   |    | / | / | / | / | / |       |
|              |       |   |   |    | / | / | / | / | / |       |
|              |       |   |   |    | / | / | / | / | / |       |

Notes: Names appear as they occur with the first name being the winner of the first event, etc. Be careful that names are not duplicated, as the results will be incorrect.

## RECORDER/SCORER (DESK CONTROL)

## E. SAMPLE RESULTS

1993 SUMMER ALBERTA PROVINCIAL CHAMPIONSHIPS

JULY 16-18, 1993 - SANCTION # L9293025

HOSTED BY THE CASCADE SWIM CLUB

LINDSAY PARK SPORTS CENTRE - CALGARY

ALBERTA RECORD

5:19.27 DONNA MCGINNIS, EKSC, JUL/81

EVENT # 41 GIRLS 12 &amp; UNDER 400 IM

## CHAMPIONSHIP FINAL RESULTS

|                    |    |      |          |          |          |          |    |
|--------------------|----|------|----------|----------|----------|----------|----|
| 1. DANICA WIZNIUK  | 12 | STSC | 01:18.32 | 02:53.86 | 04:27.56 | 05:48.48 |    |
| 2. SARAH STANSBURY | 11 | ASC  | 01:16.87 | 02:48.64 | 04:30.33 | 05:50.24 |    |
| 3. SANDY FINN      | 12 | ASC  | 01:27.16 | 02:56.53 | 04:35.82 | 5:54.85  |    |
| 4. LEE MCDONALD    | 11 | EKSC | 01:26.84 | 03:00.49 | 04:41.89 | 06:03.71 |    |
| 5. MEGAN KINSELLA  | 11 | UCSC | 01:28.63 | 03:01.91 | 04:46.91 | 06:08.02 |    |
| 6. KATHERINE BLACK | 11 | ROD  | 01:28.33 | 03:01.96 | 04:47.58 | 06:08.60 | TI |
| 6. ALISON BENTHAM  | 12 | EKSC | 01:27.16 | 03:04.19 | 04:47.40 | 06:08.60 | TI |
| RACHELLE HIEBERT   | 12 | AMAC |          |          |          |          | DQ |

## PRELIMINARY RESULTS

|                     |    |       |          |          |          |          |    |
|---------------------|----|-------|----------|----------|----------|----------|----|
| 1. DANICA WIZNIUK   | 12 | STSC  | 01:21.01 | 02:55.10 | 04:33.53 | 05:56.39 |    |
| 2. SANDY FINN       | 12 | ASC   | 01:26.20 | 02:57.69 | 04:39.07 | 05:57.43 | RD |
| 3. SARAH STANSBURY  | 11 | ASC   | 01:21.40 | 02:54.19 | 04:39.22 | 05:57.43 | RD |
| 4. LEE MCDONALD     | 11 | EKSC  | 01:28.77 | 03:01.20 | 04:45.14 | 06:08.17 |    |
| 5. MEGAN KINSELLA   | 11 | UCSC  | 01:28.33 | 03:01.45 | 04:44.34 | 06:10.93 |    |
| 6. KATHERINE BLACK  | 11 | ROD   | 01:28.95 | 03:01.95 | 04:50.58 | 06:16.33 |    |
| 7. ALISON BENTHAM   | 12 | EKSC  | 01:30.48 | 03:08.68 | 04:52.62 | 06:17.91 | MT |
| 8. RACHELLE HIEBERT | 12 | AMAC  | 01:26.90 | 02:59.20 | 04:52.64 | 06:18.16 | TI |
| 8. CHRISTEN JOHNSON | 12 | ROD   | 01:36.85 | 03:09.39 | 05:00.10 | 06:18.16 | TI |
| 10. KERI REID       | 12 | EKSC  | 01:26.34 | 03:01.11 | 04:58.69 | 06:21.06 |    |
| 11. HEATHER HICKEY  | 11 | LEDUC | 01:28.87 | 03:04.92 | 04:59.26 | 06:23.70 |    |
| 12. RACHELLE STARAT | 11 | EKSC  | 01:33.83 | 03:07.18 | 04:58.83 | 06:24.22 |    |
| 13. NICOLE KNOPKE   | 12 | ASC   | 01:39.91 | 03:10.76 | 05:05.85 | 06:29.27 |    |
| LISA GRANDE         | 12 | RDCSC | 01:22.28 | 02:53.88 | 04:40.33 | 06:01.59 | EX |
| NICOLE KNOPKE       | 12 | ASC   | 01:39.91 |          |          |          | OS |
| RACHELLE HIEBERT    | 12 | AMAC  | 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 |

TI - TIE

MT - Manual Time

SO - Swim Off

DQ - Disqualification

EX - Exhibition Swim

RD - Referee Decision

OS - Official Split

1993 SUMMER ALBERTA PROVINCIAL CHAMPIONSHIPS  
 JULY 16-18, 1993 - SANCTION # L9293025  
 HOSTED BY THE CASCADE SWIM CLUB  
 LINDSAY PARK SPORTS CENTRE - CALGARY

ALBERTA RECORD 4:28.60 LETHBRIDGE A.S.C., MAR/89

EVENT # 71 GIRLS 12 & UNDER 400 FREE RELAY

|    |                |  |
|----|----------------|--|
| 1. | LETHBRIDGE "A" | LASC 01:08.11 02:16.14 03:25.77 04:33.51<br>JAN LEAVITT 12 SHANNON DIXON 12<br>B. STROSMORE 12 CORISSA REID 12             |
| 2. | KEYANO "A"     | EKSC 01:07.01 02:16.63 03:26.83 04:35.25<br>DAWN SKRYPICHEYKO 12 CATHERINE O'BRIEN 12<br>SHAUNA MCNALLEY 11 KIM MELOCHE 11 |
|    | UNIVERSITY "A" | UCSC 01:10.66 02:19.89 DQ<br>MEGAN KINSELLA 11 ALLISON ZWARICH 11<br>STACEY TETZ 11 KRISTI ZAMIC 11                        |

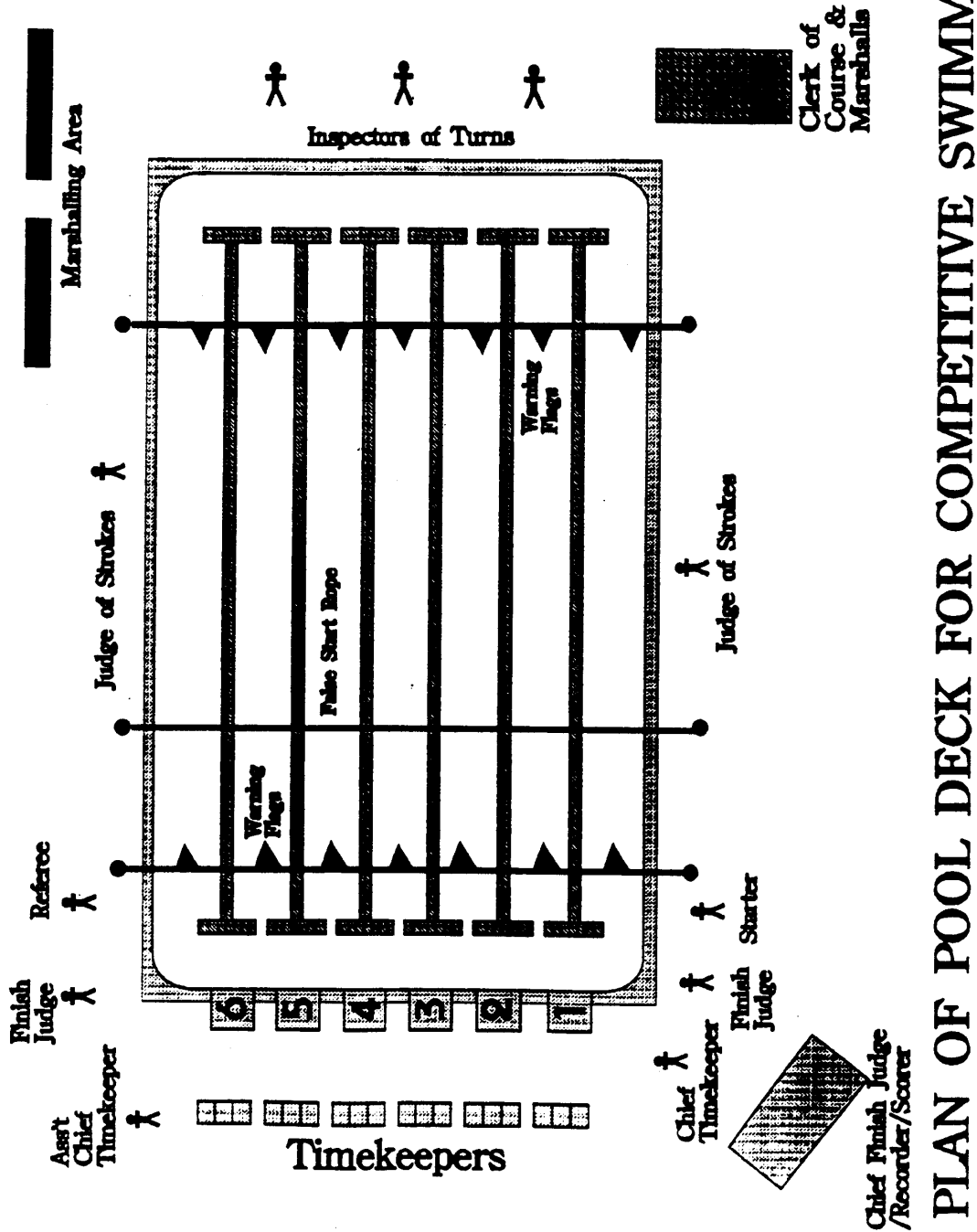
### G. Sample Record Application Form

- In Alberta the Chairman of Records, Joan Nielson, extracts the records from the Meet Results and forwards this info. to SA and SNC
- The Recorder / Scorer completes the National and Provincial Records Form
- Complete a duplicate card, attach the original to this application
- Arrange for the Referee and Chief Timekeeper to sign the form
- Each province should follow their own process or one recommended by the SNC





G. DIAGRAM OF POOL DECK



PLAN OF POOL DECK FOR COMPETITIVE SWIMMING

RECORDER/SCORER (DESK CONTROL)