swimming
sa

Swimming SA specific information for handicap events

PRIOR TO THE DAY OF THE MEET:

PREPARING A PROGRAM FOR AN OPEN CARNIVAL:

1. Upon receipt of nominations the entry cards for handicap must be sorted into events as listed in the Swimmers' Year or Hand Book and the event number added.

2. Entry cards for each handicap event are then sorted into:

   Handicap Events: Alphabetical order.

3. The electronic entries and handicap entries form the master list from which the Program is prepared.

Order of Events:

It is suggested that when compiling a Program which includes handicap events careful consideration is given to the placement of the semi-finals and finals of those events. These events should be placed so that the recorders have sufficient time to process these results without delaying the swimming.

Semi-finals should not immediately precede finals. This causes delays because recorders are unable to prepare for events in quick succession and it is also unfair on the swimmers.

THE ORIGINAL EVENT NUMBER STAYS WITH THAT EVENT THROUGHOUT THE SEMI-FINALS AND FINALS. DO NOT RE NUMBER!

It is usual for scratch events at Open Carnivals to be conducted as timed finals.

Handicap Events:

Swimmers are listed in alphabetical order detailing the swimmer's name, club and the nominated stroke if it is a B.B.B. *Swimmers must nominate the stroke they intend swimming in a B.B.B. event on their entry card. This stroke cannot be changed on the day of the meet.*

EVENT 26: ALLCOMERS 50M B.B.B. HANDICAP

CURTIS, Ian `	Whyalla	BRST
JAMES, John	Clovercrest	BCK
JONES, Martin	Marion	FLY
SMITH, Max	Bayside	FLY

The sorted entry cards, and entry sheets as submitted by the competing clubs should be given to the Chief Recorder on the day of the Meet.

ON THE DAY OF THE MEET:

RECORDERS:

1. Report at least one hour prior to the scheduled start of the meet.

2. Report to the Meet Director who will direct you to the Chief Recorder.

3.   Ensure you are properly equipped: Blue biros
                                           Program (supplied at Swimming SA Meets)
                                           Year or Hand Book

DUTIES OF THE CHIEF RECORDER:

At Open Meets:

1.   On arrival at the pool check that:

      *   Containers for acceptances are suitably labelled and ready for competitors.
      *   A poster showing event numbers is displayed close to acceptance card
           containers.
      *   Entry cards and Programs are available for Recorders.
      *   Entry cards have event numbers added.
      *   The Referee is made aware of entries from interstate and/or overseas swimmers
           and any swimmers without registration numbers.
      *   Competing clubs Summary Sheets or electronic entry lists are available.
      *   Notice Board and equipment are available for the posting of results.

2.   As early as possible allocate Recorders, or any available officials, to progressively
      sort acceptance cards.

      *   Scratch events into Program order (not usually done these days).
      *   Handicap Events into time order, slowest to fastest. *If swimmers have not
           declared a handicap time they will need to be called to the Chief Recorder.*

3.   Ensure that:

      *   Acceptances for the first event are closed 15 minutes before the scheduled start
           of the meet.
      *   Acceptances for the remaining events are closed when determined appropriate
           and agreed with the Referee to ensure that there is a continuous
           uninterrupted series of races.
      *   Announcements are given of:
           *   Warnings, five minutes prior to the close of acceptances.
           *   Closure of acceptances.

4.   Following the closure of acceptances, allocate Recorders to:

      *   Undertake heat allocation
      *   Undertake place recording

      *   Ensure that entry and acceptance cards are delivered to the pool deck in
           Program order.

      *   At the completion of heats, check that all entry and acceptance cards have been
           returned so that finals can be prepared if necessary.

      *   Once semi-finals/finals have been prepared ensure they are posted on the results
           board for viewing by competitors

5.   As events are completed, the results shall be entered into the Meet Manager
      database.

6.   After the approval has been given by the Referee:
*   Have the entry cards sorted into club lots (usually only the handicap events).
*   Dispose of the acceptance cards.

DUTIES OF RECORDERS:

At Open Meets and under the direction of the Chief Recorder,

*   Progressively sort and stack acceptances:
        Handicap Events into time order, slowest to fastest.

*   Continue sorting until acceptances are closed, retaining cards in their order by placing rubber bands around them.

Advancement to the Finals:

*   Finalists and Reserves:

*   Competitors to contest the finals shall be drawn from the fastest swimmers in the heats of the event.

*   All other competitors will be regarded as reserves eligible to compete in order of the placing achieved in the heats.

Advancement for Equal Last Place and Reserves:

*   Competitors with equal heat times shall have their advancement determined by a swim off if they:

        *   cannot be separated for last place in a final and reserve, or
        *   cannot be separated for 1st or 2nd reserve.

*   Swim offs, when required, shall be conducted in accordance with the regulations and take place at a time mutually agreed by the competitors and Referee but no longer than thirty (30) minutes after the completion of the last heat or final of a session.

*   Any further determination of advancement required shall be by draw conducted by the Referee.

Assignment of Lanes for Finals:

*   Without Heats

        *   Where no heats are necessary lanes shall be assigned in accordance with the procedure for heats.

*   With Heats

        *   Where heats have been held lanes shall be assigned in accordance with the procedure for heats, based on times established in the heats.
        *   Where finalists have equal times from the heats their lane placement, within the final, shall be determined by draw by the Chief Recorder.

Scratch Races without finals:

*   As for scratch races with finals..

A heat shall comprise not less than three competitors unless there are insufficient starters. *This is only likely to occur in small pools, for example, six swimmers in a four lane pool would be divided into one heat of two and the fastest heat of four.*

Results:

Competitors shall be placed in the order of the official times swum in the event.

Handicap Races:

Two Recorders working as a pair shall, using the previously sorted acceptance cards:

*   Find the appropriate entry cards for the acceptances submitted.
Take care with similar names as they are easily mismatched.

*   Transfer the declared time from the acceptance card to the entry time
If hundredths of seconds have been declared these are to be ignored and deleted. For example a declared time of 35.12 seconds becomes 35 seconds. If the declared time is slower than the time limit for the event then the declared time becomes for that swimmer the time limit of the event.

*   Count off the number of acceptance cards submitted and divide by the number of lanes to give the number of heats required. There shall be at least three competitors in the slowest heat. **Even numbers of swimmers in each heat if at all possible.**

*   Add the heat, lane and GO MARK to both sets of cards independently and then check that they are identical by one Recorder reading one of the sets of cards. The GO MARK is calculated by assigning the GO mark of 1 to the slowest time and then ensuring that all other GO MARKS plus the swimmer's declared time add up to the slowest time plus 1 second.

*GO MARKS are always written in **minutes and seconds.***

FOR EXAMPLE:

LANE	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*
DECLARED TIME	*3.26*	*3.19*	*3.01*	*2.49*	*2.30*	*2.24*	*2.24*	*2.20*
GO MARK	*1*	*8*	*26*	*38*	*57*	*1.03*	*1.03*	*1.07*

Check that the time + the go mark = the slowest time + 1 second
e.g.
SLOWEST TIME + 1 sec   *3.27*   *3.27*   *3.27*   *3.27*   *3.27*   *3.27*   *3.27*   *3.27*

*   Mark unaccompanied entry cards (those where no acceptance card has been submitted) with a diagonal line and NAS (in pencil) and put aside.

*   When each heat allocation is completed the acceptance and entry cards shall be:
         *   Separately bundled and held together with rubber bands.
         *   Placed ready for collection and delivery by the Recorder's Steward.
         *   The word "LAST" is added to each entry and acceptance card of the final

heat or semi-final of each event adjacent to the heat and lane number.

* When the entry cards are returned after the heats, dependent upon the number of heats:

* Cards are prepared for either quarter finals, semi finals or the final.
    * The appropriate entry cards are taken from each heat.
    * The appropriate acceptance cards are retrieved from the heat bundles.
    * Details added to both sets of cards in the appropriate quarter final, semi final or final section. *"GO MARKS" are calculated according to the original declared time.*

Determination of Placings for Heats, Semi-Finals and Finals:

* The official placings of competitors who have not been disqualified shall be determined in order of the **official watch times** as recorded by the Timekeepers – see Duties of the Place Recorder.

Progression to Quarter and/or Semi-Finals:

* Competitors contesting the quarter or semi-finals shall only be drawn from the first placegetters in the heats.

Progression to the Finals:

* Competitors to contest the finals shall be drawn firstly from the first place-getters in the semi-finals or heats. The second placegetters in the semi-finals, or heats, may also be included, providing all such second placegetters can be accommodated. Likewise for the third, fourth etc placegetters.

FOR EXAMPLE:

There are 3 semi finals for each of the following handicap events in an eight lane pool. The table below shows you how to obtain the correct number of swimmers to contest the final of each event accommodating all the place getters.

The right hand column in the table below shows how many placegetters from each semi-final have been advanced to the final.

	1st Semi-Final	2nd Semi-Final	3rd Semi-Final	S1	S2	S3	Total
	Number of Swimmers Placed			**No of Swimmers in Final from each Semi-Final**			
Event 10	1	3	5	1	3	4	**8**
Event 12	3	3	4	2	2	2	**6**
Event 15	2	3	5	2	3	3	**8**

* If, due to equal times in semi-finals or heats, there are more finalists than lanes available in the final, a swim-off, conducted under handicap conditions shall be held between the equal winners of the semi-final or heat to determine who shall progress to the final.

The objective of the swim off is to produce a winner, therefore if both competitors "break time" the swim will have to be repeated

Abandonment of Final:

*   If all competitors who would progress to a final are from the same semi-final or heat then the result of that semi-final or heat shall be regarded as the result of the event.

         For example, if there are two semi-finals in an event and there is no result from one of the semi-finals the remaining semi-final automatically becomes the final and there is no need to swim a final.

DUTIES OF THE PLACE RECORDER:

Handicap Races:

*   Place any disqualifications at the bottom and then place remaining entry cards in time order, fastest to slowest, by the official recorded watch time
         DO NOT ALTER THE ORDER OF THESE CARDS

*   Calculate the swim time by subtracting the "Go Mark" from the official recorded watch time. Enter it into the appropriate space on the entry card.

*   Entry cards with swim times less than the declared time are marked accordingly with BT (broken time) and placed to the bottom of the stack.

*   Add placings to the **remaining** cards as per the original order - that is time order of the official recorded watch time. Lanes with equal watch times receive equal placings and the next place is not recorded.

*   Cards are then bundled with a rubber band and passed to the announcer.

*   Some handicap events have time limits applied. When time limits (plus a two second tolerance) are not met the entry card is marked DNAST (Did Not Achieve Standard Time) and the entry card placed at the bottom of the stack.

DUTIES OF THE RECORDER'S STEWARD:

Collect acceptance and entry cards from the Chief Recorder, and deliver in event order, the:

*   Entry cards to the Announcer.
*   Acceptance cards to the Marshal.

Deliver to the Recorders when finished with:

*   The entry cards from the Announcer.
*   The acceptance cards from the Check Starter.

A program can be run as pre-seeded – a program like Meet Manager can be used to put all swimmers in scratch races into events and heats. Swimmers may also put in acceptance cards and it is possible to reseed events based on the number of swimmers who do not accept. If there is no obligation for swimmers to put in acceptance cards then it is still possible to arrange amalgamation of heats if the marshals are able to do so.
Handicap events must still be processed as above.