



# **TECHNICAL OFFICIALS EDUCATION PROGRAM**



SWMTOFF04  
**UNIT 4- MARSHAL (Clerk of Course)**

## **LEARNER GUIDE**

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# About this Learner Guide

This Learner Guide has been developed by Swimming Australia Ltd (SAL) to support candidates undertaking **Unit 4 – Marshal**, within the SAL **Technical Officiating Accreditation Program**. This Learner Guide is designed to be used in conjunction with face-to-face training and extensive workplace supervision.

*SAL would like to thank Swimming Queensland and McLaughlin Sports Consultancy for their work in the development of this resource.*

This resource corresponds to the following Units of Competency within the Technical Officials Accreditation Program:

<b>SWMTOFF04</b>
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## What is a Competency?

A competency can be defined as “the application of specific knowledge and skill to a required standard of performance in a given situation” (ASC RIA Manual, 2000, p27).

A competency can include a number of aspects of performance, such as:

- Applied Skills (e.g. being able to demonstrate specific skills)
- Management Skills (i.e. being able to prepare, plan and organise)
- Contingency Management Skills (i.e. being able to fix problems as they arise)
- Inter-personal Skills (i.e. being able to deal effectively with others)

Usually all four of these areas are considered.

## What is Competency Based Assessment?

- **Criterion Based**

Candidates are assessed against a set of specific performance criteria or benchmarks, NOT against each other.

- **Evidence Based**

Decisions, about whether a person is competent or not, are based upon evidence provided by the candidate.

- **Participatory Processes are used**

The candidate is involved in planning and arranging assessment processes wherever possible. They have some input to assist them to achieve competency.

## How Do I Use this Learner Guide?

The Learner Guide provides you with the information and activities that will enable you to develop competency, within the aforementioned unit of competency.

You can develop competency in these units through a combination of methods, including:

- Reading the material in this Learner Guide.
- Asking questions about anything you don't understand.
- Observing others in a workplace.
- Practicing the skills you are learning in PRACTICAL SITUATIONS.
- Completing the activities in this Learner Guide.
- Completing the assessment activities to demonstrate your skills and knowledge.

Case studies and examples are used throughout this Learner Guide to clarify your understanding.

## What Resources Do I Need?

The main resource you will need to complete the learning for this program is this Learner Guide. You will also need a copy of the current FINA / SAL Swimming Rules and access to swimming events where you can be practically assessed as a Marshal.

## What if I Already Have the Skills?

You may already have some or all of the skills or knowledge required for this unit of competency. If this is the case, you may not have to undertake additional training in these areas.

You can ask your State/Territory Swimming Association for an initial assessment of your **current competence** to determine what skills you have and whether you need additional training. If you would like to attempt to gain formal recognition of your existing skills, you will be required to complete a detailed Recognition of Current Competency (RCC) application form that will allow an assessor to review your skills against the specific requirements for this course. **Discuss this process with your State/Territory Swimming Association.**

## What about Assessment?

**When you complete the assessment within this Learner Guide and are assessed as competent by your SAL assessor in a PRACTICAL OFFICIATING ENVIRONMENT, you will be eligible to receive a certificate from SAL.**

**To undertake assessment for this program, you will need to complete the assessment tasks found at the end of the Learner Guide.** Wherever possible, you will be assessed at a swim meet to ensure relevance of the process.

The assessment process is what is known as **integrated assessment**. This means that several elements / performance criteria are grouped together and assessed at the same time using one assessment task.

The assessment activities are found in the final section within the Learner Guide and can be identified by the icon below.



### Official Assessment

The Learner Guide also includes a series of specifically designed learning **activities**, which will allow you to practice your new skills prior to assessment. ***These activities must be completed*** and will be represented by the logo below.



### Activity

#### How Do I Start?

You can undertake the activities in the Learner Guide at your own pace, or under the supervision of your trainer / mentor.

You are ready to start.

# SWMTOFF04 (UNIT 4):

## Marshal (Clerk of Course)

This unit outlines a range of general skills that are required by Marshal (Clerk of Course) Officials. The elements within this unit are:

- **Preparation**
- **Roles of the Marshal**

### Preparation

The roles of the Marshal are very important, in ensuring a smooth transition for competitors, prior to each event. An effective and well organised Marshal can assist the swimmers, the starter and the referee. As with all officiating positions in the sport of swimming, a key to operating successfully as a Marshal is that you are well prepared to carry out your duties.

### Some of the steps that you will need to take in preparing for your role include:

- Arrive at **venue** at least 30 minutes prior to start of meet.
- Report to the Referee to receive any instruction, and an event program.
- Have all **equipment** required to complete task (pen, clip-board and race sheets).
- Ensure that the marshalling area is suitable to the needs of the event and reported any issues to the Referee.
- Meet with other Officials with whom they will be working and make themselves conversant with the Pool-deck area.



## ACTIVITY 4.1

For each of the 5 preparatory steps listed above, list one possible negative consequence that may occur if they are not undertaken.

- 1.
- 2.
- 3.
- 4.
- 5.

### Roles of the Marshal (Clerk of Course)

- Time of arrival at Pool – Minimum of 30 Minutes before the stated commencing time of the Session.
- Report immediately to the Referee to receive a program and instructions. Become familiar with the pool area and meet Officials with whom you will be working.

**Equipment needs:** Pen, clipboard, race sheets / program.

### Tips for Being an Effective Marshal (Clerk of Course)

- The Marshal may call up swimmers by word of mouth, or event board; or arrange this prior to the commencement of the Session. The Announcer will call up the competitors for the first 2 events and thereafter the competitors for at least 2 events ahead of the event in progress. This allows time for the competitors to be assembled in the Marshalling Area, and for the Marshal (in conjunction with the Recording Section) to combine heats if necessary or declare a straight out final.

- The names of the competitors must be called loudly and clearly and swimmers must never be addressed by surname only.
- Tick off the names of those who are present and, after having given sufficient calls, cross off the names of those who have not reported or who have indicated that they do not intend to take part in the particular event.
- Marshals (Clerks of Course) do not leave the Marshalling area to go in search of swimmers who have failed to report for an event. Some Marshals may think that they are doing the competitor a favour by going looking for them. However, this is not the case, as when Swimmers graduate to higher levels of competition, they, themselves, their Coach or Team Manager must report to the Marshalling area in order to compete in an event, and not rely on other people to mark them present. In fact, if they do not report personally, they will find that they could be denied a start.
- Marshals should not accept confirmation from a Competitor that another Competitor is or is not taking part in an event. Swimmers, their Coach or Team Manager must report personally to the Marshalling area to confirm their intentions to participate in an event.



## ACTIVITY 4.2

**Although it is important for swimmers to know that they need to report personally to the Marshalling area prior to an event, the last thing Marshals want to be doing is making competition a negative experience for swimmers by denying them starts (especially juniors).**

**How could you as a Marshal at a local Inter-Club Meet educate swimmers, coaches and parents, to make sure that swimmers personally report prior to the event so that no swimmers are denied starts?**

- Marshals should always inform the Referee and then the Chief Recorder of any deck **reseeding** of Heats, and alternatively if an Event is to be totally reseeded. It is important that these people are notified first and foremost. They will then instruct the Marshal of who else is to be notified. e.g. AOE Supervisor and Computer Operators, and what procedure is to be adopted in the event of a total reseed. This is normally done by computer.
- After the swimmers have been arranged in Race order, the Marshal will hand the Race Sheet to the Check Starter and pass the swimmers over to him / her. All Competitors will be marked as either competing or not swimming.
- Should a swimmer report late while the other competitors are still receiving instructions from the Starter, the Referee should be informed and he/she must use their discretion. At all times when a swimmer is late in reporting and heats have **NOT been combined**, the Marshal should allow as much tolerance as possible to permit the Competitor to take their place in the race.



### ACTIVITY 4.3

**Why is it important in Events (especially junior events) for Marshals to allow as much tolerance as possible to permit Competitors to take their place in the Race if they are late to report and heats have not been combined?**



### ACTIVITY 4.4

**If heat reseeding takes place for an event, who does the Marshal need to inform?**

- Marshals have **NO** power to disqualify a competitor from Starting. **ONLY THE REFEREE HAS THE POWER TO DISQUALIFY.**

### **Combining (Condensing) Heats and Re-allocating Lanes**

When several swimmers have indicated that they will be non-starters in an Event, the Marshal should check to see if it is practicable to combine heats. (In 50 Metre Events, the time required to combine heats may not warrant doing so).

It is important that Marshals are conversant with the ***procedure for Seeding Swimmers into Heats and Finals.***

Procedures may vary slightly between States and Territories, however common practice is for Heats and Finals to be drawn up in accordance with the following:-

- (a) Each entrant is required to submit their best competitive time for the relative style and distance on the entry form, to comply with the conditions of entry stipulated.
- (b) Entrants who do not submit times will be considered slowest and will be placed at the end of the list. If there is more than one such entry their placings in the list will be determined by draw.
- (c) The number of heats in any event will be determined by the number of lanes of the pool and the number of competitors with the view to reducing the number of heats to a minimum.

In all events, assignment to Lanes shall be by placing the fastest swimmer or Team in the centre lane in pools with an odd number of lanes, or in lane 3 or 4 respectively in pools having 6 or 8 lanes. The swimmer having the next fastest time is to be placed on his/her left side, then alternating the others to right and left in accordance with the submitted times. Swimmers with identical times shall be assigned their lane position by draw within the aforesaid patterns.

The Rules now provide that swimmers shall be placed in heats according to submitted times in the following manner.

SW3.1.1.1 If 1 heat, it may be seeded as a final.

SW3.1.1.2 If 2 heats, the fastest swimmer shall be seeded in the second heat, next fastest in the first heat, next fastest in the second heat, next in the first heat, etc.

- SW3.1.1.3 If 3 heats, the fastest swimmer shall be placed in the third heat, next fastest in the second, next fastest in the first. The fourth fastest swimmer shall be placed in the third heat, the fifth in the second heat, and the sixth fastest in the first heat, the seventh fastest in the third heat, etc.
- SW3.1.1.4 If 4 or more heats, the last 3 heats of the event shall be seeded in accordance with SW3.1.1.3 above. The heat preceding the last 3 heats shall consist of the next fastest swimmers; the heat preceding the last four heats shall consist of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted times within each heat, in accordance with the pattern outlined in SW3.1.2.
- SW3.1.1.5 **Exception** - When there are 2 or more heats in an event, there shall be a minimum of 3 swimmers seeded into any one preliminary heat, but subsequent scratchings may reduce the number of swimmers in such heat to less than 3.

### Clarification

The amendment to seeding procedures is through provision being made now for spreading the fastest swimmers through the last three heats. The situation can be better understood by the following example.

### Example: Entrants 1 - 41 in numerical time order.

Lane No.	1	2	3	4	5	6	7	8
1 <sup>st</sup> Heat			41	39	40			
2 <sup>nd</sup> Heat		37	35	33	34	36	38	
3 <sup>rd</sup> Heat	31	29	27	25	26	28	30	32
4 <sup>th</sup> Heat	21	15	9	<b>3</b>	<b>6</b>	12	18	24
5 <sup>th</sup> Heat	20	14	8	<b>2</b>	<b>5</b>	11	17	23
6 <sup>th</sup> Heat	19	13	7	<b>1</b>	<b>4</b>	10	16	22

### **800 METRE AND 1500 METRE EVENTS**

A Heat should comprise no less than three pool lanes available, except for 800 Metre and 1500 Metre Freestyle events.

In events of 800 Metres and over the fastest group of swimmers will comprise the last heat, the next slowest the second last heat and so on until all swimmers have been assigned.



## ASSESSMENT

### Task 1:

You are required to answer the questions below. To be deemed competent, you are required to successfully answer ALL questions. If this does not occur on your first attempt, you will be given the opportunity to gain assistance from your assessor / mentor and then be re-assessed.

1. If a Swimmer breaches the rule of the Event, how can a Marshal disqualify the swimmer from competing?
2. How will a Marshal decide how many heats will be held in an event?
3. In which lanes should the fastest 2 swimmers be placed in a 5 lane pool?
4. In which lanes should the fastest 2 swimmers be placed in a 6 lane pool?
5. If an event has 3 heats, to which heat should the fastest swimmer be allocated?
6. If an event has 40 Swimmers and 6 heats, to which heats should the fastest 6 swimmers be allocated?
7. In which circumstances could a heat use less than 2 lanes?

### Task 2:

You are required to be assessed performing the duties of Marshal (Clerk of Course), in a full session of a practical Swim Meet, by your assessor. This will give you the opportunity to provide evidence of your competence in a swimming specific environment (on the job).

## **ASSESSMENT TOOL – UNIT 4 (MARSHAL)**

Element / Performance Criteria <b>MARSHALL(CLERK OF COURSE)</b>	Displayed Competency		Comments
	YES	NO	Must be completed if marked NO
<b>1. Preparation</b>			
1.1 Checked with the Referee and Chief Recorded to ascertain any requirements in relation to condensing heats			
<b>2. Performance of Task</b>			
2.1 Marked off as present only those swimmers who were personally in the marshalling area when their names are called			
2.2 All race sheets were marked clearly to indicate swimmer was in attendance			
2.3 Read the names (Given Name) of swimmers in a voice that could be heard clearly by swimmers but without yelling.			
2.4 Took all reasonable steps to ensure the correct pronunciation of competitor's names.			
2.5 Passed on any instructions/requirements from the Referees to all the swimmers.			
2.6 Did not leave the marshalling area to find swimmers who were not in attendance			
2.7 Condensed heats where appropriate in accordance with the instructions of the Referee, the rules of swimming and the requirements of the meet.			
2.8 When condensing, all race sheets were marked clearly and legibly with both Given and Surnames of competitors.			
2.9 When condensing, all race sheets were with the Chief Recorder prior to the commencement of the heat			
2.10 Ensured that only competitors and appropriate officials entered the marshalling area.			
2.11 Effectively re-seed competitors as required.			
2.12 Did not initiate conversation or engage swimmers in unnecessary conversation or banter or request autographs.			
2.13 Maintained an even disposition at all times.			
2.14 Treated all competitors equally and fairly.			
2.15 Focused entirely and exclusively on the task assigned without engaging in any distracting activities			

**Assessment Decision:**

Competent

Not Yet Competent

Name of Candidate: \_\_\_\_\_

Candidate's Mobile: \_\_\_\_\_

Candidate's Email: \_\_\_\_\_

Candidate's Club name: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

Name of Assessor: \_\_\_\_\_

Assessor Signature: \_\_\_\_\_

***Future Training / Assessment Recommendations:***