

# Masters Swimming Queensland

## Marshaling guidelines – Self Marshaling 2021

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### Objective:

- To ensure the meet runs efficiently regarding swimmer movement with no swimmer missing their events.
- To keep people physically distanced and minimise contact with communal surfaces, according to current health advice.
- To ensure swimmers are ultimately responsible for knowing the event/heat/lane they are competing in, and for being aware of what event/heat is currently in the water.
- To have up to three heats on stand-by in the marshaling area, one heat behind the blocks, one heat in the water. The next heat or two should be alert and ready to proceed to the marshaling area, depending on the race distance.

### Notes:

- Seating is no longer permitted in the marshaling area.
- In general there will be one seat per timekeeper, and maybe one seat for swimmers' use at the blocks.
- Less seats the better – if swimmer seats are provided, they need to be sanitised regularly. Timekeeper seats and stopwatch should be sanitised after each change.
- No clothing or gear is to be taken to the blocks – these items can be left in a storage zone near/in the marshaling area.
- No more than four (4) heats of swimmers permitted in the marshaling area, including behind the blocks. Swimmers should arrive at the marshaling area if their heat falls into this range:
  - 25m events - four (4) heats prior to the heat in the water – be prepared as these are fast heats
  - 50m events - four (4) heats prior to the heat in the water – be prepared as these are fast heats
  - 100m events - four (4) heats prior to the heat in the water
  - 200m events - three (3) heats prior to the heat in the water
  - 400m events - two (2) heats prior to the heat in the water
  - 800m and 1500m events - one (1) heat prior to the heat in the water – be prepared to check-in earlier for amalgamation of heats
- The Self Marshaling Entry List report (a Meet Manager Team Entries - All Events report) should be emailed to swimmers and published at least two days prior to the meet. These lists will also be posted at the venue.
- The Meet Program should not be changed or re-seeded, with the exception of 800m and 1500m, and maybe 400m events with appropriate communications and notice.
- The Meet Announcer must be calling the heat number in the water after the start of every heat, and regularly reminding how many heats there are in total for the current event. Public announcement communication is extremely important.
- Marshaling will require intense focus for 25m, 50m and relay events. Consider additional Check Starters to assist.
- The marshals may need to move if the event is starting at the alternate end of the pool.

### Positions:

- Chief Marshal – coordinate the entire marshaling function ensuring the meet is flowing smoothly to time; determine when to call next set of events; communicate with officials and organisers; ensure the Check Starter is at the block end; ensure the Marshaling team is looked after. Can assist other Marshals where needed. The Chief Marshal will most likely include the role of Marshal (helpdesk).
- Marshal (helpdesk) – this is the first person swimmers will come to at the marshaling area if requiring assistance. They will ensure distancing is observed. They will have a Meet Program and can assist swimmers to be in the correct place.
- Check Starter – with the aid of a Meet Program, calls swimmers to the blocks by heat number and does a final call of lanes and names. They tick present swimmers and mark absent swimmers with NS. Two people are recommended for busy meets. They communicate with the Timekeepers where required, ensuring they are checking swimmers are in the correct lane.

**The marshaling area – assembly:**

- A full meet program will be available in or nearby the marshaling area for checking.
- Only swimmers in the next two to four heats should be in the marshaling area.
- If required and time allows, swimmers may be assisted to find their name, heat and lane.
- The swimmer will then wait, watch and listen for their heat, moving closer to the blocks as each heat race starts.
- The Check Starter (or the Marshal) will call the next heat to the blocks for checking.

**The marshaling area – at the blocks:**

- Two Check Starters may alternate heats to keep the heats moving – particularly during 25m and 50m events.
- The Check Starter will call the next heat forward to the blocks, and do a final call and tick-off/NS along the blocks after the preceding heat enters the water. This will need to be tight during 25m events.
- The Meet Program(s) used by the Check Starter(s) must be kept for use by the Meet Recorder's reference.
- Be watchful for event changes, pool end changes, and relays.
- If a competitor is late to the marshaling area, try to get them in where possible - they can be inserted only if their heat has not been whistled on to the blocks. Try to be lenient and find a solution – there are often spare lanes in later heats, or even later events.

**Starting the sessions and calling for next event(s) to the marshaling area:**

- Call the first four heats of event 1 to the marshaling area 5 minutes prior to the start of session, depending on the distance (check timeline, etc).
- As meet begins (welcome, announcements, etc) send the first heat to the blocks – usually 2 minutes ahead of start.

**Transition to and from relays:**

- An additional Check Starter will be required where relay teams are split between the two ends of the pool. The Check Starters will ensure the correct swimmers are swimming in the order specified in the Meet Program.
- Allow time where timekeepers need to hand over roles to non-relay swimmers, including sanitising of swapped watches.
- Allow time for swimmers who have just swum an individual event and needs to marshal for their relay team event.
- Allow time for swimmers who have just swum a relay event and needs to marshal for their individual event.
- Relays will marshal and be checked off as individual events do, however only one relay heat may be in the marshaling area at any given time.
- Relay swimmers will need to assemble in front of their lane for the Check Marshal to check off the team members.
- Relay swimmers must swim in the order as per entry. Swimmers cannot swap relay positions.
- Allow time for events where swimmer 2 and 4 need to move to the other end of the pool.
- Get the first relay heat underway as soon as possible. There will be plenty of time in between to get the next heat ready.
- Timekeepers may be required to count relay laps to ensure swimmers enter the water at the correct distance, i.e. short course 4x200.

**Combining heats:**

- Heats may be combined only if necessary. This will be determined by the Referee and Recorder and all swimmers for that event must be present to receive instructions. The Chief timekeeper must be informed of all changes.
- This will usually only occur if one swimmer shows for an individual heat, or where a relay event can be amalgamated and time permits.

## **Text for Meet Guides:**

### **Self Marshaling**

Marshaling has changed due to the need for physical distancing. All swimmers will be required to self-marshall. The objective is to ensure the meet runs efficiently regarding swimmer movement with no swimmer missing their events. Swimmers and officials are to be physically distanced and minimise contact with surfaces. People who are not swimming or officiating should not be near the starting end of the pool during the meet.

- Seating is no longer permitted in the marshaling area – in general there will be one seat per timekeeper, and there may be one seat behind for swimmers' use.
- No clothing or gear is to be taken to the blocks – if essential items are required they can be left in a storage zone near/in the marshaling area.
- Swimmers are responsible for knowing the event/heat/lane they are competing in, and for being aware of what event/heat is currently in the water. The Meet Announcer will be calling the heat number in the water after the start of every heat, and regularly reminding how many heats there are in total for the current event.
- An entrant who fails to report to the Marshaling area prior to their heat being called to the blocks will be deemed withdrawn.
- No more than four (4) heats of swimmers are permitted in the marshaling area, including behind the blocks:
  - 25m events - 4 heats prior to the heat in the water – be prepared as these are fast heats
  - 50m events - 4 heats prior to the heat in the water – be prepared as these are fast heats
  - 100m events - 4 heats prior to the heat in the water
  - 200m events - 3 heats prior to the heat in the water
  - 400m events - 2 heats prior to the heat in the water – be prepared to check-in earlier for amalgamation of heats
  - 800m and 1500m events - 1 heat prior to the heat in the water – be prepared to check-in earlier for amalgamation of heats
- The Self Marshaling Entry List should be emailed to swimmers and published at least two days prior to the meet.
- The Self Marshaling Entry List and/or the Meet Program will be posted at the venue.
- Swimmers in the 400m, 800m and 1500m events should be prepared to report early to the marshaling area as heats may be combined to save time. Do not rely on the timeline as it is not an accurate guide to the meet's progression.
- The Marshal will be a helper who can verify a swimmers' position, answer questions, and direct heats to the blocks. The Check-Starter(s) will do a name and lane check behind the blocks prior to the heat.

### **Text for Communications:**

The following information will be sent to all entrants a day or two prior to the meet, and will be customised for the particular meet.

A reminder that marshaling has changed due to the need for physical distancing. All swimmers will be required to self-marshall. The objective is to ensure the meet runs efficiently with no swimmer missing their events. Swimmers and officials are to be physically distanced and minimise contact with surfaces.

- No clothing or gear is to be taken to the blocks – if essential items are required they can be left in a storage zone near/in the marshaling area.
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  - 100m events - 4 heats prior to the heat in the water

- 200m events - 3 heats prior to the heat in the water
- 400m events - 2 heats prior to the heat in the water – be prepared to check-in earlier for amalgamation of heats
- 800m and 1500m events - 1 heat prior to the heat in the water – be prepared to check-in earlier for amalgamation of heats
- You will be sent your self-marshaling start list. This will specify the heat, and lane for each event for each swimmer. For example:

University of Queensland Masters

1 Von Rogerson, Michael - Male - Age: 54 - ID#: 707070 - Ind/Rel: 9 / 4

**#2 Mixed 50 Breast                      35.28                      1/4**

This indicates for each of the events listed that the above swimmer is in:

- Event 2 - 50 Breaststroke, with entry time of 35.28
- Is in Heat 1 swimming in Lane 4
- Note that there are two self-marshaling areas marked on the site map (attached) – one at the south end for all events except the 50m, and one at the north end for the 50m events.

At the meet you will then need to:

- Know where the meet is currently at by listening to the announcer
- Present yourself to the marshaling area no more than four heats ahead of the current race in the water
- A marshal will be there only to assist if you need it
- Watch the heats before you move forward and race
- Stand behind the block when the heat before you enters the water (don't get in the way of the timekeepers)
- A check starter will check you are in the correct lane - you can also ask the timekeeper if you are in the correct place

Please check the website event page for all updates, and see you tomorrow!