Self-Marshalling Protocol

1. All competitors participating in FNQ Swimming sanctioned meets will be assembled using Self-Marshalling Protocols.

2. Clubs are to have a designated area adjacent or close to the starting end of the pool for swimmers to assemble.

3. Parents, Team Managers and Coaches will not be permitted to enter this area unless the swimmer is 8 years and under.

4. Clubs will be required to have
   - 2 x Check Starters
   - 1 x Chief Timekeeper
   - 1 x Announcer
   - 1 x Marshalling Board Attendant
   - 1 x Recorder/Meet Manager Operator
   - 1 x AOE Operator where full electronic timing is in place

5. Once the program is seeded and published, there are to be **NO** additions, amalgamations or re-seeding made to the program unless authorized by Chief Referee of the Meet.

   Lane Timekeeper Sheets can be produced at this time

6. Late nominations **MAY** be accepted up to 30 minutes prior to the commencement of the session depending on available lane space at the time of enquiry.

   If accepted, the Swimmers Name is assigned to an available spare lane in the **last** heat of the event in question.

   The Chief Referee is to be advised of any late inclusions.

7. Meet organisers are to supply programs for distribution to the following:
   - Technical Officials if required
   - Chief Timekeeper
   - Check Starters
   - Announcer
   - Control Room Personnel

Self-Marshalling Process

Host Club Requirements

1. There will be a designated area adjacent or close to the starting end of the pool for swimmers to assemble.

2. Clubs will be required to have
   a. 2 x Check Starters
   b. 1 x Chief Timekeeper
   c. 1 x Announcer
   d. 1 x Marshalling Board Attendant

   The FNQ Technical Manager will be responsible for appointing and instructing the duties of these technical officials.

Duties of Check Starter

1. Check Starters will ensure the integrity of the order of the Event and Heat and Swimmer's Name.

2. Where the name of the Swimmer does not match that listed in the program, the Check Starter will alert the Referee.

3. If a Swimmer appears at a lane and has missed their heat, it is the responsibility of the Check Starter to alert the Referee of a Missed Swim.

4. The Referee is responsible for all confirmations of any changes required, to the Control Room.

5. A program of the meet and a radio is to be allocated to each Check Starter.

Chief Timekeeper Duties

Record the time and lane number of the first place for each race on the program supplied. If possible, also record the last swimmer's lane number.

Announcer Duties

While the swimmers are in the water, the Announcer will announce the event and heat number currently swimming and announce what Event/Heat should be on pool deck ready for racing.

Marshalling Board

The host club will be responsible for maintaining the correct Event # on the Marshalling board as advised by the Announcer.