

APPX O8 MARSHALLING DIRECTOR, MARSHALS & STUDENT ASSISTANTS

The marshal is the key role at the carnival and as such the position should only be assigned to experienced personnel. The marshal must be familiar with the prep-event process at school carnivals, be able to work under pressure and direct students in a confident and assertive manner. Inexperienced staff, parents or University students should not be assigned a marshal's role.

Marshals are to be in position at the "marshalling area", at 8.40 am (A and B divisions) and 9.40 am (C to H divisions), ready to Marshal Competitors in the boys and girls 100m freestyle events (all age divisions).

Marshals are to be aware of the lane allocations. These are in the Carnival booklet.

Under the guidance of the Chief Marshall, marshals are responsible to register competitors by recording their name and competitor number in the appropriate column on the event result sheet provided.

The Marshal should have a clear plan as how to:

- use their TWO WAY RADIO to call 8 events at a time for marshalling i.e. 64 competitors (or 2 events for relays) e.g. GU14 & 15 DIV I & II BREASTSTROKE and BU14 & 15 DIV I & II BREASTSTROKE
- receive the group of competitors he/she has called for marshalling,
- put them in their event & lane order behind their school sign,
- ensure competitors sit on the chairs provided in their correct event/lane order behind their school sign,
- enter the event details on the marshalling/result sheet (event #, stroke, age, division, gender), but leave the record box blank,
- register their name and number on the marshalling/result sheet,
- ensure names and numbers are written legibly.
- Frequently check event numbers on the sheets with the program of events so that they match the correct event details and competitors,
- hand the competitors and completed marshalling/result sheet over to their student assistant (who guides them to their start assembly area and the check starter),
- not wait to be asked to send competitors to the check starter, continue to send up to 4 events in advance to the check starter once they have been marshalled,
- not hold up an event if any competitor has not marshalled,
- at the appropriate time keep the programme moving, move on to the next event that is to be marshalled.

There are up to three Marshals who work in unison under the direction of the Chief Marshall (e.g. one to place competitors in event order within the marshalling lanes, one to record names and numbers and one to advise competitors of lane numbers). Marshals are to be aware of the need to have completed the marshalling of events at least 10 minutes prior to their start time.

Competitors are not permitted to return to the warm-up pool after they have registered for their event.

If a school does not register a competitor before the Marshal's Student Assistant delivers those competitors to the Check Starter, the Chief Marshall **assumes that that school is not fielding a competitor in that event.** Leave that space blank (the Check Starter will register the competitor's names and number and place if he/she actually turns up to compete).

Marshals are to Marshal **relay** teams in a similar manner. The major difference is that **competitor numbers DO NOT have to be registered. Tick that four swimmers have reported to marshalling, fill out the event details and send the marshalling/result sheet directly to the results room.**

Marshals are to provide writing instruments and a loud hailer. The Marshalling Director/Announcer advises competitors, coaches and team managers as to the 'status' of each event. 'Status' refers to whether an event is currently being MARSHALLED and or whether the event is in progress ('active'). The Marshalling Director/Announcer is supplied with a two-way radio and/or microphone with speakers directed to the competitor area.

Computer Marshalling: At some carnivals there may be an additional official in place that will do marshalling onto the computer. This will happen after the usual marshalling process and the computer marshal will receive the completed marshalling sheet from the chief marshal and input the data before it goes to the results room. The computer marshal will also check and deal with any students that are in the wrong age group or who will be changing their age to compete in a higher age group.

MARSHALLING SHEET SAMPLE (TBC)