

# How to fill in a Race Card

Help make Jeni's life simpler and less stressful! Please ensure you fill in your Race Cards properly. This is how:

## FOR SWIMMERS

## FOR TIMEKEEPERS

The race card form is divided into several sections:

- Marshal's use only:** Lane: \_\_\_\_\_ Heat: \_\_\_\_\_
- Swimmer's section:**
  - Record Attempt: **RECORD ATTEMPT**
  - Club: **LAWSON A.S.C.**
  - Card Type: **RACE CARD**
  - Instruction: **To be completed by swimmer**
  - Start Type: **Deep end start**
  - Name: **Joe Bloggs**
  - Event No.: **4**
  - Stroke: **Breaststroke**
  - Distance: **25m**
  - Date: **7 Oct** Age: **6**
  - Entry Time: **42.14**
- Timekeeper's use only:**
  - Time: **1:02.68**
- Printed by Springwood Printing Company**
- Tear-off section:**
  - Name: **Joe Bloggs**
  - Stroke: **Breaststroke**
  - Distance: **25m**
  - Date: **7 Oct** Time: **1:02.68**

**Annotations for Swimmers:**

- Enter **nothing** in this section.
- Make sure you mark clearly if you are making a record attempt.
- For 25m races, mark clearly if you want to start at the deep end.
- Your name **including surname.**
- Make sure that the Event Number, Stroke and Distance match the current week's Program. This information is displayed at the Race Desk.
- Full date and age.
- OPTIONAL: Entry time is your previously swum time in that event. If you're unsure or it's your first swim in this event you can leave it blank.
- Don't write anything here** - this is where the timekeeper records the time you do in THIS swim.
- This is the tear-off section you keep at the end of the race. Fill in your name, the stroke, distance and date, but **leave the TIME section blank** for the timekeeper to record the time you swim in this race.

**Annotations for Timekeepers:**

- In case of a record attempt, **TWO** timekeepers are required.
- It is important that you enter the **EXACT** time shown on the stopwatch, including the minutes, seconds, and hundredths-of-a-second.
- Please **DO NOT** leave off the fraction of a second at the end - this is important to us.
- Please check that the name on the card matches the name of the swimmer. If there is a mismatch and you've already entered a time, this will need to be corrected.
- This is the most important part: fill in the **WHOLE** time recorded on your stopwatch in this section. This is the part used by the club to calculate points.
- This is the tear-off section you give to the swimmer at the end of the race. Enter a duplicate of the time you recorded above in this section. **Again**, please include the **WHOLE** time, not just rounded to seconds.