

CLERK OF THE COURSE TIMELINE

As of 04/28/2023



Task:

Day of Meet:

- Confirm necessary number of volunteers are available. Should be at least 1 Head Clerk of the Course and one assistant from each team, but 2 assistants each is better (total of 6 for staffing)
- Set-Up Clerk of the Course: tables, lights, Event Board, office items (pens, pencils, sharpies, clipboards, post-it notes), lane indicators, benches, chairs or ground markers to indicate when swimmers should line up.
- Receive Meet Program/Heat Sheet from Data or Ref – review for any necessary changes (single swimmer heats, moving swimmers requiring special lanes), etc. Alert the Referee if you see any issues.
- Meet with the Announcer – Review protocol for announcing Events to arrive at Clerk of the Course, calling for missing swimmers, remind them NOT to talk over the Ref or Starter.
- Have announcer call Events to Clerk of the Course. Typically Girls/Boys. Separate into two groups and start calling out names. Once swimmer is identified, place them in order. Be sure to line them up in the order they will walk to the blocks (could be 1-6 or 6-1 depending on location of Clerk of the Course).
- If swimmers are missing, notify the announcer to call for them by name and report to Clerk of the Course.
- Walk swimmers to the blocks. Helpful to have younger swimmers holding hands so they don't get lost.
- Discuss with the Ref, but typically you would always want one set of swimmers on the blocks and one set of swimmers behind the blocks waiting to go.
- As heats are brought to the blocks, move the next set of swimmers up into position.
- If a swimmer shows up at Clerk after their heat has already swum, see if you can move them into another heat with an empty lane, or another event (boys vs girls, different age group). Once you have a possible placement, discuss with referee to confirm this is OK.
- If you cannot fit swimmer into the event, help them find their coach and have coach speak with Referee.
- Relays are not organized at Clerk of the Course. Once Event 62 is behind the blocks, you can start packing up the Clerk of the Course Area.