

## Clerk of Course Checklist

- Responsible for adding and scratching of swimmers.
- Add/Scratch form to be filled out and turned over to Meet Computer person during warm-up.
- Responsible for collection of monies by those swimmers adding events. Money that is collected is given to the Meet Director.
- Responsible for lining swimmers (mostly 10 & Under) up by heat and lane and ensuring they stay in their lane until they are behind the blocks.
- Remind swimmers of their event.
- Swimmers must be lined up and ushered down to the pool deck in a timely manner so as not to delay the meet.