

CLERK OF COURSE INSTRUCTIONS

The Clerk of Course has three main functions at most meets: Deck Entries, Scratches and Oversee Check- In for Deck-Seeded Events (i.e. 500 Free).

DECK ENTRIES

1. Determine if swimmer is already in meet by looking them up in the meet book
 - a. If not in meet – surcharge is \$10
 - i. USS ID#: FFFMLLLLMMDDYY
 1. F F F =first three letters of first name
 2. M =Middle Initial (or * if no MI)
 3. L L L L =first four letters of last name
 4. M M D D Y Y =month, day and year of birthdate
 - ii. USS ID# is only needed on one deck entry card (and only if not already in meet)
 - iii. Have parent or coach fill out PNS Deck Entry Registration form (full page form – see last page of this document). Purpose of form is for an adult to certify the swimmer is currently registered with USS.
 - b. If already in meet – no add'l surcharge
2. Consult Clerk of Course Master Heat Sheet to see if there is an empty lane in the event the swimmer wants to swim. If so, write the swimmer's name on the Clerk's master heat sheet in the proper heat and lane
 - a. If there is NOT room, a swimmer can deck enter 'stand-by' for an event. Write 'Stand-by' on the deck entry card. Instruct swimmer to check in with the starter a heat before their event STARTS. If they get in, great, if not, they can come back to get a refund. Max of TWO Stand- By swimmers per event. If more than one, note on card of 2nd Stand-by that they are 2nd in line.
3. Fill out a Deck Entry Form for every deck entry.
 - a. Make sure the 'Exhibition' box is checked on the Deck Entry Form.
4. \$3 charge for each deck entry. Even if a swimmer scratches an event in order to enter another event, they must still pay the \$3
5. Copies:
 - a. PINK to swimmer
 - b. WHITE to computer
 - c. YELLOW to meet ref (can make a stack and hand over in batches)
 - i. Only give meet ref Deck Entries for current session

SCRATCHES:

Fill out a scratch form for every event scratched. In Clerk Master Heat Sheet, cross out scratched swimmers.

OVERSEE CHECK-IN FOR DECK SEEDED EVENTS:

Long events such as the 500 Free or 400 IM are usually deck-seeded (instead of pre-seeded) to help insure full heats which saves time and provides better competition for the swimmers. The process CLERK OF COURSE requires swimmers to confirm (Check-In) they intend to swim a particular deck-seeded in order to be placed in a heat.

A Check-In sheet will be generated for each deck-seeded event. Usually the entered swimmers are sorted alphabetically. Deck-entered swimmers should be manually added to the list.

Swimmers check in by writing their initials next to their name. Alternatively, they can scratch by either not initialing or by crossing out their name.

The time the event closes to check-in will be noted.

The clerk helps with the above by making sure there are pens available for the swimmers to use, direct swimmers to the proper event list, answer questions about when the event will close, etc.