



MEET JOB DESCRIPTION - CLERK OF COURSE

1. You will set up in the equipment room adjacent to the pool
2. Use the stickers provided by the administrative official to label index cards
3. Line up 3-4 rows of folding chairs with 8 in each row
4. Place the cards for Event 1, Heat 1 on the first row of chairs in order of lanes 1-8; place heat 2 on the second row, etc.
5. Using a whiteboard on deck, write the numbers of the events you are seeding on the whiteboard so swimmers know to report to clerk of course
6. After the current event is underway, use the microphone to announce the events reporting to clerk of course
7. Walk the first 2 heats to the blocks 5 minutes before the meet begins
8. The next heat of swimmers should always be behind the blocks while the previous heat is in the water to avoid meet delays
9. Use your judgment based on the length of the events to determine when to take the next heat
10. Continue to place cards and seed swimmers as the meet progresses.
11. If you are missing an athlete, send a volunteer to a coach on deck to inquire about the athlete