

CLERK OF COURSE INFORMATION

SUPPLIES:

- 3 dozen pencils
- Pencil sharpener
- Blank blue and pink swimmer cards
- Lane numbers 1-6 to hang on fence behind each lane
- 3 sets of Lane numbers 1-6 to hang on chairs
- Clerk of Course Sign
- Stroke Signs (free, back, breast, fly and IM)
- Age Sign (8 & U, 9-10, 11-12, 13-14, 15-18)

SET-UP (This should be completed by the Setup Volunteers):

- Clerk of Course is set up inside the baby pool.
- Set up 8 lounge chairs all along the short fences.
- Post Clerk of Course sign on tall fence immediately to the left as you enter the baby pool. Post up high so that swimmers can see it from across the pool.
- Under Clerk of Course Sign post 8 & U sign (change ages as you move through meet)
- Next to 8 & U sign post Free sign, change strokes as you move through meet.
- Take the single sheet lane numbers and tie them to the fence behind the respective lanes about 5 ft. off the ground. Lane 1 is closest to the baby pool and lane 6 closest to the diving well.
- There should be 3 single chairs lined up behind each lane. Take the two sheet lane numbers, feed them through the top strap of each chair behind the respective lanes.
- Odd lanes = home team and even lanes = visiting team

MEET ORDER:

- Boys = odd number events, girls = even number events
- Stroke order = Free, back, breast, fly, relays (only for A meets), IM (if time permits)
- Age group order = begin with youngest swimmers, 8 & unders, 9-10, 11-12, 13-14, 15-18

A MEETS:

- Seeding is the assignment of a heat and lane to each swimmer according to their submitted entry time.
- A meets seeding is done before the meet. Clerk of Course will be provided a pre-printed meet sheet listing the swimmers for each event and their assigned lanes.
- Swimmers will come to the Clerk of Course with a card that reflects their name, age, event, heat, team name, and assigned lane. There is only one heat for each event (except if IM's are swum).
- Line swimmers up on the lounge chairs in order from lane 1 thru 6.
- A Clerk of Course volunteer walks a heat of swimmers over to the chairs positioned behind each lane. Double check swimmers are in their proper lane before returning to the Clerk of Course.
- Bring next group of swimmers over to the second row of chairs, repeat with third row. Continue to walk swimmers over so swimmers occupy all three rows of chairs at all times.
- First three groups of swimmers should be in chairs before the national anthem plays.

B MEETS:

- There is no assigned seeding for B meets. As swimmers enter clerk of course position them on the lounge chairs alternating Aqua Jet swimmer with visiting swimmer. The goal is to have three swimmers from each team per heat. OK to end up with heats made up of all on team.
- Swimmers will come to Clerk of Course with a card that reflects their name, age, event, team name in hand. Clerk of Course is responsible for filling in the Heat and Lane Number on each swimmers card. Begin with the first swimmer putting them in Heat 1, Lane 1 continue assigning thru Lane 6 then move to Heat 2, Lane 1-6. Continue until all swimmers have a Heat and Lane assignment. NOTE: If card has a lane and heat printed, cross out write in heat and lane assignment.
- If a swimmer comes to Clerk of Course and has lost or destroyed their card there are blank replacement cards in the Clerk of Course box. Pink for girls, blue for boys. Complete card with swimmers full name, circle or write in age group, team name, heat and lane number.
- A Clerk of Course volunteer will walks a heat of swimmers over to the chairs positioned behind each lane. Double check swimmers are in their proper lane. NOTE: Swimmers 10 and under need more assistance. Double check that swimmers are in the proper chair before returning to Clerk of Course.
- Bring next group of swimmers over to the second row of chairs, repeat for third row. Continue to walk swimmers over so swimmers occupy all three rows of chairs at all times.
- First 3 groups of swimmers should be in chairs before the national anthem plays.
- It is acceptable to combine girls and boys events (example: boys and girls 15-18 fly could all be one event) but you must notify the starter/official. Do not change

the event number on the card. The even needs to correspond with the sex and age of the swimmer.

IM's:

- IM's are swum at the conclusion of the scored portion of an A Meet and at the end of a B Meet, should time permit.
- Coaches will provide swimmers card or Clerk of Course can complete cards for swimmers.
- Assign Heat and Lane numbers as you have done throughout the meet. The only difference is so all swimmers have an opportunity to swim an IM you can mix male and female swimmers as well as age groups. The goal is to have all 6 lanes filled for each and every heat swum.
- If you are combining age groups and/or males and females make certain that on the swimmers card they have the correct event and age documented as well as the appropriate colored card.

CLEAN UP:

- Put pencils back in box.
- Collect lane number signs from the fence and the chairs and return to the box.
- Take down Clerk of Course, Event and Age signs and return to the box.
- Bring box to the swim closet outside the Men's and Women's locker rooms.