

CHASE CLUB SHARKS

CLERK OF COURSE JOB DESCRIPTION

The Clerk of Course is responsible for assembling the swimmers by event, assigning lanes (developmental meets only) and moving the swimmers to the deck for the appropriate races. The Clerk should discuss with the Referee and Starter any preferences for consolidating heats/events in developmental meets or when running the Individual Medley events.

Dual Meets

1. Swimmers will be called to the Clerk of Course in advance of their event. They should come with cards that include lane assignments.
2. Seat the swimmers in order by event and lane.
3. Generally, there is a heat at the start and one standing behind. As each heat starts, the next moves into position. The Clerk should keep the meet moving without crowding the seat positions.
4. Generally, all events are run as single heats with no consolidation. The exception will be for Individual Medley. It is vital that a swimmer's card reflect his/her age group and event correctly to make sure the times are recorded properly.

Developmental Meets

1. Swimmers will arrive at the Clerk with cards stating the event and swimmer's name without lane assignments. The Clerk should try to place them in heats based upon times. The fastest heat is generally the last heat of the event. Prior times should be on the cards and often the swimmers themselves can assist with ordering. Swimmers without times should be placed in the first heat. Swimmers will not always arrive at the right time to make placement by time possible. Just do your best with what you get!
2. Once lanes have been assigned, write the lanes on the cards.
3. Young swimmers will need to be escorted and carefully kept in order. Once placed in lanes, their cards must be collected and taken to the timers who will be on the other end of the pool. Timers should be asked to verify that the correct swimmer is in their lane upon finishing the race.