

# FMST SWIM MEET JOB PROCEDURES

## - CLERK OF COURSE -

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<b>Job Description</b>	At most meets, the Clerk of Course (CoC) functions to check-in swimmers prior to their event, line them up for their event, and verify event/heat/lanes on cards.
<b>What Meets</b>	Both A meet and B Meets
<b>How many people</b>	<u>Home:</u> 1 FMST person is the head Clerk of Course volunteer, with help from an assistant CoC <u>Away:</u> Varies – usually 1 FMST CoC volunteer to assist home team.
<b>When to check-in for job</b>	Head CoC to assist with pool setup for home meets. Assistant CoC to check-in during warm-ups before the meet.
<b>Notes</b>	<ul style="list-style-type: none"><li>• Boy events run before girl events. At most meets, there are exhibition heats for kids 6 &amp; under.</li><li>• The Home team typically swims in odd # lanes and the visiting team in the even # lanes.</li><li>• There is a short break prior to relays to give the Clerk of Course time to line up 8 under relays. The 8 &amp; under relay order is back, breast, fly, free. The 9 &amp; 10 age swim 25m since butterfly is only 25m.</li><li>• Always check/use the meet sheet (provided by Computer Operations team) for line up and verify swimmer names. Additionally, verify names, heats and lanes on cards.</li><li>• If swimmer isn't present for event/line up ask Coach if swimmer scratched event. If swimmer is scratched, notify timers in that particular lane that swimmer is scratched.</li><li>• At Fort Myer, there is a Clerk of Course stationed on pool deck to ensure kids are lined up at lanes and a Clerk of Course at the pool gate to write heats/lanes and/or putting kids in order of heats and lanes.</li><li>• Periodically, we need to ask the announcer to call an event when it's noticeable that too few swimmers have arrived for an upcoming event.</li><li>• B-meets are typically "deck seeded", which means that lane assignments are done by the CoC, based on the swimmer's seed time (located on the timecard).</li></ul>

**Procedures** Procedures vary between A-meets and B-meets and are described separately below.

Prior to the meet (both A and B meets): Ensure that the chairs are setup (6 rows of 3) at the far end of the pool for the staging area for 25 meter events. Ensure that the lawn chairs are setup in the Clerk of Course area (back of chair lays flat so swimmer can sit as they wait for their event). See picture on next page.

A-Meets:

1. When a swimmer checks in at the CoC, check-off their name on the meet sheet to find their event #, heat, and lane assignment.
2. Pre-stage swimmers for each upcoming event on the lawn chairs at CoC, keeping swimmers assigned by heat and lining them up by lane number.
3. If a swimmer has not checked-in for his/her event, contact the swimmer's coach to that the coach can find the swimmer (or find a substitute)
4. **IMPORTANT:** If the coach substitutes any swimmers (or fills an empty lane), the Computer Operations team **MUST** be notified as only 5 substitutions are allowed by CSL rules for A meets. Additionally, the CoC hand writes a timecard for this swimmer (include name, team, age, event #, heat, and lane info – see picture of timecard below)
5. Rotate each heat/event from the lawn chairs to the pool deck. Three events should be staged on deck. 25 meter events are staged at the far end of the pool using the chairs. 50 meter events are staged on the near side by the Computer Operations desk. Relay events alternate, starting at the near end, with the next leg starting at the far end.

B-Meets (deck seeded):

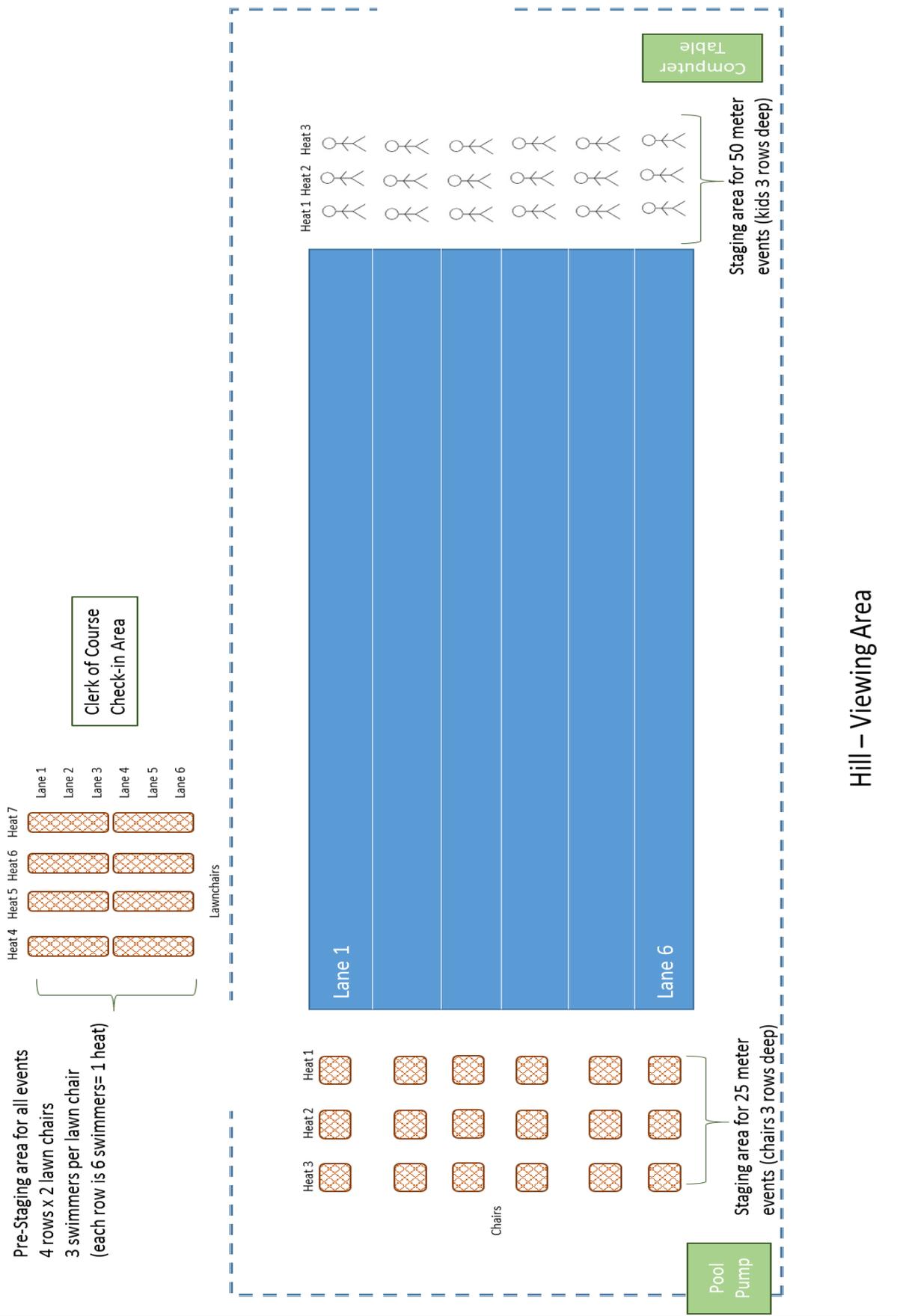
1. When a swimmer checks in at the CoC, check-off their name on the meet sheet to find their event #, heat, and lane assignment. Swimmers not listed on the meet sheet are allowed and may have a blank time card.
2. If a swimmer has a blank time card (or does not have a card at all), the CoC must write-in the swimmer's name, team, and event # (see image below). Use blue cards for boys and pink for girls.
3. If a swimmer has not checked-in for his/her event, contact the swimmer's coach to that the coach can find the swimmer (or find a substitute)
4. Once all swimmers for a particular event have checked in at the CoC, the CoC must create heats based on the swimmers' seed times, with the

fastest swimmers being in the first heat and the slowest in the last heat. Swimmers who do not have a seed time are placed in the last heat (or at the discretion of the CoC, may be placed in faster heats.)

5. On each swimmer's time card, fill in the heat # and lane # (see image below)
6. Pre-stage swimmers for each upcoming event on the lawn chairs at CoC, keeping swimmers assigned by heat and lining them up by lane number.
7. Rotate each heat/event from the lawn chairs to the pool deck. Three events should be staged on deck. 25 meter events are staged at the far end of the pool using the chairs. 50 meter and IM events are staged on the near side by the Computer Operations desk.

Sample Image

Clerk of Course setup



### Assigning heat and lane for B-Meet timecard

Fill in heat and number numbers here



NAME	TEAM
1 #22 - Girls 8 & Under 25 SC Meter Brea Heat: <span style="border: 1px solid red; padding: 2px;">4</span> Lane: <span style="border: 1px solid red; padding: 2px;">2</span> 26.49 Seed Time Sherman, Nora Team: Fort Myer Squids 7/8/2015 - B-Meet SAR@FM	
AT	LANE

TIMER	1	:	25	.	35	RELAYS
TIMER	2	:	25	.	67	
TIMER	3	:	26	.	06	OFFICIAL TIME
		:	25	.	67	

### Sample handwritten timecard

Handwritten cards must contain:

- Name
- Event
- Team



NAME	TEAM
Lila Sherman FM	

E V E N T	6 & U	25	FREE		ENTRY TIME		
	8 & U	50	BACK	MEDLEY	:		
	9 - 10	100	BREAST	RELAY	:		
	11 - 12	200	FLY	FREE	EVENT #	HEAT	LANE
	13 - 14	500	IND MED	RELAY	6	4	
15 - 18							

TIMER	1	:	23	.	94	RELAYS
TIMER	2	:	23	.	68	
TIMER	3	:	23	.	81	OFFICIAL TIME
		:	23	.	81	