

ROANOKE VALLEY AQUATIC ASSOCIATION
CLERK OF COURSE

CLERK OF COURSE RULES FOR MONDAY NIGHT MEETS

1. It is **MOST** important that workers report to the Head Clerk of Course at the host pool by **5 PM**.
2. The clerk of course for the host pool is the Head Clerk of Course for that meet and is responsible for organizing and directing the other clerks of course. The Head Clerk of Course will supply paper clips, rubber bands, pencils with erasers and blank time cards. These materials are included in the supplies given to each host pool at the beginning of each season.
3. The Head Clerk of Course is responsible for having all time cards separated by sex, age and event by 5:00 PM on Monday night. Girls' cards are white; boys' cards are yellow; relay cards are white with blanks for swimmer names.
4. The Head Clerk of Course should receive a 'No Show' list from the head coach of each team swimming that night. These cards should be pulled immediately and set aside.
5. Workers should be assigned to the following jobs: Someone to call roll; someone to seed (usually the Head Clerk), someone to distribute the cards and seat the swimmers after heat and lane assignments have been made; someone to take the swimmers behind the blocks. With the younger swimmers, it is a good idea to have someone behind the blocks to make sure they stay in the correct spot.
6. Swimmers in the 7/8 age group **always** swim first, followed by the 6 and under, 9/10, 11/12 and so on up to 50 and over. Boys swim first, followed by the girls.
7. At 5:45 PM, call the first event. The meet should start by 6:00 PM.
8. Never delay the meet waiting for a swimmer. Call the roll; see who is there, then seed the heats. Whenever possible, mix different teams throughout the heats. Swimmers with 'NT' or 'No Time' on their cards swim first followed by swimmers with times, slowest to fastest. If a swimmer reports to the clerk of course late, **DO NOT RE-SEED THE ENTIRE EVENT**. Place the late swimmer in an open lane in any heat regardless of his/her time.
9. Refer to the appropriate seeding chart (8 lanes or 6 lanes) to determine heat and lane assignments. The last heat shall be composed of the swimmers with the fastest times, the next to last heat composed of the next fastest swimmers, etc. Lanes shall be assigned in descending order of times within each heat, in accordance with the seeding chart. When there are two or more heats, there

shall be a minimum of three swimmers seeded in the first heat. The last heat shall be a full heat, but the requirements of seeding three swimmers into the first heat may result in a failure to fill the last heat.

10. Disagreements arise. Avoid getting upset. At times swimmers or their parents may disagree with their placement in a heat or event. Refer any complaints to the Meet Referee and continue with the meet. A well-organized clerk of course can make a meet run smoothly and quickly.
11. With the increased number of swimmers, running out of time during a meet (darkness setting in) is a real possibility. In this event, the clerk of course should consider combining heats – mixing sexes and ages. Do not combine different lengths in the same heat, i.e., putting 25 m freestyle with 50 m freestyle.
12. Preprinted relay cards (white) are included with the time cards. They should be distributed to each head coach prior to the start of warm-ups (5:15 PM) and should be called for at the end of the first event. The heat and lane numbers may be added just before the event is swum.
13. After the last event, the Head Clerk of Course should place the time cards of 'No Show' swimmers in the teams' boxes at the results tables. These cards help coaches keep up with who has or has not swum scheduled events.

RVAA SEEDING CHART

		6	4	2	1	3	5		6 LANES
8	6	4	2	1	3	5	7		8 LANES
8	7	6	5	4	3	2	1	LANE NUMBERS	

1. The times used for seeding shall be each swimmer's fastest time per event per current season. If there is no current season time, the fastest time from the previous season shall be used. Swimmers with no established time (current or previous season) shall be considered the slowest and shall be placed at the end of the list by draw.

2. The last heat shall be composed of the swimmers with the fastest times, the next to last heat composed of the next fastest swimmers, etc. Lanes shall be assigned in descending order of times within each heat, in accordance with the pattern above. When there are two or more heats, there shall be a minimum of three swimmers or relay teams seeded into the first heat. The last heat shall be a full heat, but the requirement of seeding three swimmers or relay teams into the first heat may result in failure to fill the last heat.

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		SWIMMERS SEEDING CHART					8 lanes
NUMBER OF SWIMMERS	FULL HEAT	7	6	5	4	3	
FASTEST	4	4	4	4	4	4	
	5	5	5	5	5	5	
	3	3	3	3	3	3	
SLOWEST	6	6	6	6	6		
	2	2	2	2			
	7	7	7	7			
	1	8					
	8						