

Instructions for Clerk of Course:

Before the meet:

- 1- Set up area for swimmers to be organized.
- 2- Labels for cards will be printed out about mid-way through warm ups and after scratches are done.
- 3- Use “old” cards first. Just place new label over the old label please.
- 4- New cards can then be used to put label.
- 5- Do not write or mark on cards not used.

During the meet:

- 1- work with the starter and referee to call age groups to the clerk of course
- 2- organize swimmers by their event and heat listed on the card
- 3- if a swimmer doesn't have a card, check with computer person to make sure they are registered and then make a card by hand with the following information:
Swimmer name, bdate, age and team
Event number heat and lane
- 4- If you notice that there are many empty lanes in a heat, check with referee about combining heats. Referee and starter need to know about combined heats so they can announce to officials. We don't want to over-combine events as it makes it hard on officials and meet manager people.
- 5- Relays- Cards should be turned into recorder (computer-meet manager) and that person will get cards back to coaches. Relays should just report to blocks
- 6- Behavior/sportsmanship issues- If swimmers are demonstrating poor behavior or poor sportsmanship and you have appropriately asked for it to stop or change without success, please inform meet referee and swimmer's coach so situation can be resolved immediately.

After the meet:

- 1- Report any issues with name, birth date, team changes, etc to the meet manager person so that they can be resolved before the next meet.
- 2- Clean up supply box:
 - throw away any trash
 - extra labels: take to meet manager
 - no show cards- rubber band together
 - blank cards- stack neatly or rubber band together