

Clerk of Course

Responsible for lining up swimmers in proper order per the printed heat sheet

- **Prior to the start of meet** obtain one heat sheet per clerk (include head plus assistants).
- Assign clerk helpers to specific areas. Make sure there is a last minute check on the line-up especially with the younger swimmers before sending a heat to the blocks.
- Coaches will provide add/delete sheets for event changes. Make notation of changes on the clerk's heat sheets.
 - Delete a swimmer as indicated on sheet. **Combine heats if the deletion opens a lane.**
 - Adding a swimmer requires assigning a heat and lane as appropriate. You will not know the swimmer's time, so add where space is available. If the addition of a swimmer requires a new heat, pull a couple of swimmers from the preceding heat **so no one is swimming alone.**
 - **You must take the paperwork to the computer table.** Note: Sometimes the coaches give the add/delete sheets to the CTS workers first and then bring to clerk.
- Relays
 - There are relays at the beginning and end of the meet.
 - The clerk **must** communicate with the coaches when the relay cards are to be provided to the head clerk.
 - Discuss the line-up process: Coaches/helpers should be responsible for delivering the 4-member relay team to the clerk of course for lining up. **It is not the responsibility of the clerk to hunt down swimmers for relay events.**
 - Assign heats and lanes: Blue teams go in the center lanes, then gold and then the A, B, C etc. teams. Alternate teams to increase competition. If two heats are needed, put the blue and gold teams together in one heat and then the silver teams in a separate heat.
 - Relays for the 8&U swimmers require more coordination as they only swim 25s. Swimmer 2 and 4 must go to the opposite end of the pool where there are no blocks. Swimmers 1 and 3 start from the blocks.
 - It is best to have the first two heats of relays lined up at the blocks prior to the national anthem.
- Individual Events
 - Be sure to have a communication system to announce when an event needs to report to the clerk of course. **There should always be a heat at the blocks ready to swim.**
 - **You may combine heats** within an event if there is time to communicate the change to the swimmer.
 - If you have low numbers in an age group swimming the same stroke, you may combine a heat of boys and a heat of girls only when there is an open lane to separate the genders. **The referee and computer table must be informed.**
 - If a swimmer misses an event, make a reasonable attempt to put them in another heat. **The referee and computer table must be informed.**
 - **Take control** to communicate with referee, starter or other official if something is amiss such as a delay getting swimmers to the blocks. Small meets require swimmers to have a fast turn to their next event.
 - At the end of meet **clean up** area when the last relay team has left for the blocks. You do not need to keep heat sheets.