

# Mountain Hi Swim League

## Clerk of Course

### Information, Policies and Procedures

- The Clerk of Course should have an area that is clearly marked “Heating Area” where all swimmers must report as soon as their events are called. Events should be called by number and description. (It is helpful to have a heating board with 1st call/ last call). The Clerk of Course will be responsible for the smooth and efficient flow of swimmers within the “Heating Area”. Swimmers should be urged to be in place either 3 heats or 3 events before they are due to swim (by-law IV-B-5)
- The Clerk of Course will be provided by the Meet Manager person, all entry cards and a program of the names of all swimmers in all events, including relays, in the order (slowest to fastest) in which they will swim, by the Friday prior to the meet. The Clerk of Course should assure that each entry card has a label and is correct, i.e., proper event number, distance, and heat/lane assignment (slowest to fastest). All cards should then be transferred to a box labeled by event and heat. Pink cards are for girls, blue for boys and green for all relays, regardless of sex.
- All scratches should be reported to the Clerk of Course at least ½ hour prior to the start of the meet, cards should be marked with an “S”, then forwarded to the Computer/Scoring area with the scratch form. All relays should be declared for events 5-14 at least ½ hour prior to the start of the meet and for events 81-90 by the start of the IM’s event 71. This information should be told to the coaches during the warm-up session of the meet.
- The Clerk of Course will combine events (if only 1 or 2 swimmers) and or heats (a heat cannot have only 1 swimmer, move swimmer from another heat-- slowest swimmers move up a heat, fastest swimmers move down) if allowable when necessary to expedite meet.
- The Clerk of Course shall notify the Starter/Meet Referee and Stroke and Turn/Chief Judge/Meet Referee with the number of heats, scratches and any significant changes in an event, to update their meet program.

### **Individual Swimmer Eligibility**

1. The age of a swimmer as of 12:01 a.m., June 1, will determine the age group in which he/she will compete.
2. A swimmer may compete in his/her legal age group and an older age group (individual or relay) provided:
  - He/she does not repeat the same event; i.e., 100IM and 200IM.
  - Once he/she has advanced to an older age group, he/she may not return to their legal age for the remainder of the meet.

- The exception to this rule is the 13-14 age group, which may swim up for the medley relay and then in their age group for the remainder of the meet. They may not however, swim in both the 13-14 medley relay and the 15-18 relay.

### **Clerk of Course Clinic**

Sign in sheet:

- Name of volunteer
- Contact information----home phone, cell phone, e-mail
- Team name
- Number of years of experience as Clerk of Course

Review policies and procedures

Break into divisions and discuss concerns and procedures