CLERK OF THE COURSE
14 May 2018

Each team will provide a trained Head Clerk of the Course and at least one assistant. A good Clerk of the Course is essential to the smooth, orderly, and efficient operation of every swim meet. This begins with proper training and adherence to RSL procedures and ends with the satisfaction of efficiently-run swim meets for the swimmers.

Before Meet:
The Home Clerk arrives an hour before the start of the meet to set up the Clerk of Course area. The area should include:

- Benches
  - Set up to keep swimmers organized
  - Numbered with Lane number
- Supplies
  - Pencils, post its
  - 'Now Seeding' board that can be clearly seen on deck
  - Speaker/Megaphone to amplify your voice

The purpose of the area is to arrange swimmers into their assigned heat/lane. It is imperative to allow enough space to sort swimmers and allow them to get from the Clerk area to the blocks in an unencumbered and organized fashion.

Special care should be taken to Restrict Access only allowing swimmers who are being seeded and clerk/clerk helpers. No other swimmers or parents are allowed. Coaches, parent reps, and referee have unrestricted access, but if it becomes a problem, talk to the RSL rep.

Personnel needed:
Each team should provide one Head Clerk of Course and one assistant per half. The Head Clerk of Course from the home team is responsible for dividing up Clerk duties- giving out meet programs and assigning duties as needed. As always- it is important to treat everyone with respect.

When needed- the Clerk of Course can also speak with the Announcer to call no shows. If Clerk of Course doubles as the announcer, special care should be taken not to talk over the Starter. The announcer should wait for the Starter and not the other way around.

Computer Seeding:
As of the 2018 season, all teams will use computer seeding. The coaches will provide an event planner to the Clerk of the Course. The Clerk of the Course will also receive a Meet Program from the Head Scorekeeper approximately 30 minutes from the start of the meet which will list the swimmers by Heat and Lane. Swimmers are seeded so that the first heat contains the slowest swimmers and the heats between first and last go from slowest to fastest. The Home Team is assigned the odd lanes and the Away Team is assigned even lanes. 5 lane pools alternate the 5th lane. Except for freestyle which has unlimited entries, teams are limited to 6 entries per age group. This will mean that for 6 lane pools, events outside of freestyle will have a maximum of 2 heats. 4 and 5 lane pools will usually have a maximum of 3 heats. It's important to take the number of heats into consideration when calling an event to Clerk of Course. The Meet Program will also indicate any combined events. The lane timers will have timer sheets which indicate the swimmer names and events.

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Running the Meet:
Approximately 10 minutes before the start of the meet, Clerk of Course should call the first couple events to be sorted. Once swimmers have been called, Clerk of Course should do the following:

- Stage swimmers by event number, heat and lane number using the Meet Program Heat Sheet
- Position each swimmer in the correct event, heat, and lane in the chairs or on the benches
- Direct swimmers to the area behind start blocks in such a manner that there is always one heat waiting behind the blocks
    - Special care should be taken to help the younger age groups
- Should a swimmer not report to the Clerk when called, as a courtesy (you are under no obligation) inform the swimmer's coach that the swimmer has not reported
- Call the next event for seeding
- Relays are NOT the responsibility of Clerk.

Adding a Swimmer not on the meet program
If a swimmer did not make the meet program, but is on the Event Planner, they can still swim. You will need to find an empty lane for them and let the referee know of the changes. The swimmer's name should be added directly to the lane timer sheet.

If a swimmer did not make the meet program, but is **not** on the Event Planner, they can still swim as an Exhibition swimmer. Addition of the swimmer requires Head Referee approval. Upon approval, the swimmer may be added to an empty lane, or put in place of a scratched swimmer. The swimmer's name should be added directly to the lane timer sheet with "EXH" clearly marked next to the swimmer. Heats should not be added to accommodate exhibition swimmers.

Scratches:
Known scratches will be given to the Clerk of Course and the Scorekeeper 30 minutes prior to the start of the meet. When they are able, the Scorekeeper will update the meet program based on the scratches and re-seed where necessary. A final meet program based on last minute scratches and/or errors will be printed out and given to the Clerk of Course. It is still important for Clerk to review the meet program for scratched swimmers.

When a seeded swimmer is scratched the Clerk should:

- Examine the Official Event Planner for the Child's name to determine all events (including relays) that the swimmer was scheduled to swim.
- Examine the meet program to see if that scratch causes recommendations for an event to be reseeded.
    - Example: In a 6 lane pool, you have 2 heats: Heat 1 has 3 swimmers. Heat 2 has 4 swimmers. A swimmer is scratched from the event allowing there to be 1 Heat of 6 swimmers
    - Example: you have 2 heats: Heat 1 has 3 swimmers, Heat 2 has 6 swimmers. A swimmer is scratched from Heat 1. A swimmer from Heat 2 could be moved into Heat 1
- Bring those recommendations to the Head Referee

- Changes to the Final Meet Program should be rare. If a last-minute scratch occurs (such as a swimmer becoming ill moments before swimming) it's acceptable for there to be an empty lane in the pool.
- The timers are now responsible for marking scratches on their timing sheets.

Deck seeding:

Despite pre-meet planning and entry deadlines, last minute changes may have to be made by Clerk. If it is necessary to hand-seed a heat, the following guidelines apply for dual meets:

Lane	1	2	3	4	5	6	7	8
8 Lanes	Home 4	Away 3	Home 2	Away 1	Home 1	Away 2	Home 3	Away 4
6 Lanes	Home 3	Away 2	Home 1	Away 1	Home 2	Away 3	X	X
5 Lanes	Home 2	Away 1	Home 1	Away 2	Alt.	X	X	X
4 Lanes	Home 2	Away 1	Home 1	Away 2	X	X	X	X

- Swimmers with the fastest times should be placed in the center of the pool.
- Hand-seeding a heat should only be done with Head Referee approval
- Changes made due to hand seeding must be written on timer sheets.

Heats and events may be combined using good judgement with the approval of the referee if they do not confuse officials or create hardships on swimmers. This should only be done by Clerk of course in the interest of shortening the meet due to "no-shows", or in a circumstance where a special needs swimmer may need accommodations.

If the Clerk has a situation where there is only one athlete in a heat and it's too late to hand-seed, bring that to the attention of the Referee so they can make the necessary adjustment.

End of Meet

The Clerk of Course duties end at the completion of Event 62. The remaining events are relays. As soon as Event 62 is behind the blocks, the Clerk of Course can break down their area and clean up. Congratulations on the completion of a successful meet.

All certified Clerks of the Course will be listed on the "List of Trained Officials" spreadsheet. If a person is not listed at the time of the meet – then the Clerk is not certified to perform those duties. Additions, deletions, or modifications to this list should be addressed with the RSL Officials Committee Chair.

RSL Rules Section 10.12 defines the rules and responsibilities of the Clerk of the Course.

Given any discrepancy between the RSL Rules and this document, the RSL Rules shall take precedence.

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The RSL Rules are available on the RSL's official website**, www.RSLSwimming.com.** Click the "Read More" button under Resources, then the "Read More" button under Training, then select "RSL Rules." This training document is also available under "RSL Clerk of the Course."

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