

## Clerk Checklist 2010

\_\_\_/\_\_\_/\_\_\_ **SET up Area & Ask Coaches if they want Advance Relays to swim as a group.**

Area should have **restricted access** and be **clearly marked**.

**Assemble Materials:** numbers Board, benches, walkie talkies, a few blank cards, pencils, sharpie and board for seeding relays.

\_\_\_/\_\_\_/\_\_\_ **10 minutes prior to the start of the Meet**

- **Get Mite Relay Cards and Meet Programs** for at least the first 6 events from the computer person. You will get the rest as soon as possible. Get the meet started.

In case of a postponement, the **HOME** team's **Clerk of Course** retains possession of **all Meet Programs. Clerk must get Meet Programs from the Starter, Referee, all Clerks, and Coaches.**

If the restart of the meet is on another day, already registered GRAL swimmers may be added to the postponed meet, and previously entered swimmers for that meet may change entered events. These **MUST** be submitted to the **Home Team's Computer Coordinator 30 minutes PRIOR** to the restart of the meet. A new Meet Program will be printed if needed.

- **Have Announcer** call for events 1 & 2

\_\_\_/\_\_\_/\_\_\_ **Swimmers must be behind the blocks – at the scheduled start time**

\_\_\_/\_\_\_/\_\_\_ **Pre-seeded meets – Place swimmers in correct heat and lane according to the Meet Program.**

Do not wait to call all names to place swimmers on the benches. **Do not reseed** if there are a few empty lanes (see procedures in packet). The swimmer may still show. If you do combine heats, clerk must notify the referee, the starter, and the timer of each lane where there is a change.

Blank cards will be used to put a swimmer in at the last minute. The referee and or the clerk will verify if the swim was legitimate.

\_\_\_/\_\_\_/\_\_\_ **Move swimmers to the block –**

Remind swimmers to tell timer their name as they step onto the block.

\_\_\_/\_\_\_/\_\_\_ **Call names and Seed relays – Relays are seeded by the cards.**

Do not use Meet Program to seed relays. Using relay cards, seed relays as a single event putting the fastest relays in the fastest lanes. Cards are one color. Senior Varsity seed times begin with 2:00.00; Advance Relay seed times begin with 4:00.00

Relay cards are due to you by event 40/140 (senior 50 / 100 fly). Coaches can make changes to relays until the relays are on the blocks. **Coaches may only see their team's relay cards.** Cards need to stay in clerk after event 40. The Scorer may want to verify cards in clerk after event 40.