

Clerk of Course

Clerk of Course will place swimmers in the proper heat and lane order using the Meet Program printed after positive check – in, 30 minutes prior to the start of the meet. Clerk only needs the first 6 events and the Mite Relay Cards to start the meet. The rest will come. This seeding is similar to what is done at Champs.

There will no longer be Deck Cards for Individual Events.

There should be very minimal reseeding.

- Empty lanes are expected and acceptable.
- The timer will simply write NS on the Lane/Timer Sheet.
- The clerk will reseed only if there are two or more heats in the same event with only a couple of swimmers.
- The 2nd Clerk will inform the Head Clerk of a need to reseed.

Positive check - in is crucial to a fair meet. The goal is to have swimmers swim against their nearest competition not empty lanes. Because Timers have Lane/Timer Sheets with the swimmers already assigned to lanes, reseeding requires time to communicate reseeding changes to all the required persons.

Reseeding requires the following steps:

- Clerk must inform the **Referee** of the reason for the reseed.
- Clerk must inform the **Starter** of the change in the number of heats.
- Clerk must tell each **Timer** in a lane where there is a change, whether it is an addition and / or deletion, and the name of the swimmer that will be in the changed heat and lane.

Clerk of Course is not involved with No Shows. The Timer must ask each swimmer his or her name before they step onto the block. The timer is responsible for marking the Lane/Timer Sheet with NS if a swimmer does not show to swim.

Rules

Swimmers who miss their events can not be added to later events. Procedures VI. 3 in the GRAL handbook states, "No swimmer may be entered in more than 3 individual events and 1 relay".

- **Swimmers arriving late to Clerk may be allowed to swim even if the event has begun, provided their heat has not swum or there is an empty lane in the later heats.**
 - The swimmer's name is still on the Lane/Timer Sheet and the lane is available. Clerk will get the swimmer to the proper lane and heat.
 - If the late swimmer's heat has swum and there is an empty lane in a later heat, place the swimmer in the empty lane and notify the timer of the swimmer's name. Inform the referee.

GRAL Rule VI .2 states, "No changes may be made after the start of the meet or Distribution of Heat Sheets, whichever comes first". This includes changes to individual events or adding or changing classifications of relays.

- **The intent of this rule is to prevent Coaches from seeing Heat Sheets or Meet Programs before making their changes prior to the start of the meet.**

Participants must swim in their respective age groups.

Clerk may not call for the next event in an age group until the previous race in that age group is over. For example: Mites are on the blocks ready to swim the backstroke. The clerk may not ask the announcer to call for the next mite event until **all** the heats in the mite backstroke event are over.

One heat should be behind the blocks at all times.

Relays

Senior Varsity and Advanced Relays will be the same color Deck Card seeded by Clerk of Course.

- Senior Varsity relay seed times begin with 2:00.00.
- Advanced relay seed times begin with 4:00.00

Relays (Senior Varsity and Advanced) are treated the same as an Individual Event in each age group and are seeded by a computer generated time, giving the fastest relays the fastest lanes.

- The fastest heat might not be the fullest heat to allow Advanced Relays to swim together.
- Clerk may create an additional heat to allow Advanced relays to swim together.
- Coaches must notify the Host Clerk prior to the start of the meet if they want Advanced Relays to swim in a separate heat.
- If Senior Varsity and Advanced Relays are in one heat, Senior Varsity Relays get the fastest lanes. Advanced Relays will flank the Senior Varsity Relays.

Relay Cards are not required to be certified before the swim, but it is recommended that each Scorer checks their Team's Relay Cards before the start of the meet and again in clerk after event 40/140. Relays are scored by the computer. There is a computer audit of relays. Mistakes in classification will be caught and the relay disqualified.

For example: An Advanced Medley Relay has a swimmer that is Advanced in fly but Junior Varsity in breast. Changing the order changes the stroke and changes the relay to a Senior Varsity classification. It will be caught by the computer audit and the Relay disqualified.

Relay Rules

- Coaches may change the swimmers in any relay that has been entered. Only the coaches may change the order of swimmers.
- Coaches may not add additional relays or make changes that change the classification of a relay after the start of the meet.
- Relay Cards must be given to Clerk by Event 40 (senior 50 fly) or 140 (senior 100 fly).
- Coaches may make changes to swimmers until the relay is on the block. Relay Cards must stay in the clerk of course area after event 40/140.
- Mite Relays Cards for Event 51/151, swum after Event 6, are due with the Meet Program.
- Coaches may see only their team's relay cards. Clerk must keep each Team's cards separate from the other Team's cards.

Seeding Relays Procedures

Relay Cards are seeded fastest to slowest. Relays are placed on the benches slowest to fastest. For each Relay Event (Events 51 -55):

1. Separate deck cards by team.
2. Put cards in order by computer generated seed times, fastest relays go on top.
3. Place top card (using all Senior Varsity cards first)—one from each team in the center lanes.
4. Continue picking up one card from each team and seeding them making sure opposing teams are next to each other whenever possible. If a team has no SV Relays then no relays from that team will be seeded until all SV relays are seeded
5. When there are no more SV Relays, pick up the top Advanced relay card(begins with 4:00.--seed times) from each team and place them in the next fastest available lanes. Continue seeding until all relays are seeded.

Example of the two ways to seed relays depending on the Coach's request.

Team Antioch has four **SV relays A,B,C,D** and four Advanced relays *E,F,G,H*

Team Fox Hall has one **SV relay a,** and three Advanced relays *b,c,d.*

If a coach (prior to the start of the meet) requests Advanced Relays swim together, Clerk will create an extra heat and have empty lanes in the fastest heat. This is how it will appear:

EVENT	1	2	3	4	5	6
Heat 3	<i>D 2:03.00</i>	<i>C 2:02.00</i>	<i>A 2:00.00</i>	<i>a 2:00.00</i>	<i>B 2:01.00</i>	
Heat 2		<i>c 4:01.00</i>	<i>E 4:00.00</i>	<i>b 4:00.00</i>	<i>F 4:01.00</i>	
Heat 1			<i>G 4:02.00</i>	<i>d 4:02.00</i>	<i>H 4:03.00</i>	

If a coach doesn't request that Advanced Relays swim together, you will see **b 4:00.00** in the 2nd heat with the SV relays not with any Advanced relays.

EVENT	1	2	3	4	5	6
Heat 2	<i>D 2:03.00</i>	<i>C 2:02.00</i>	<i>A 2:00.00</i>	<i>a 2:00.00</i>	<i>B 2:01.00</i>	<i>b 4:00.00</i>
Heat 1	<i>G 4:02.00</i>	<i>d 4:02.00</i>	<i>E 4:00.00</i>	<i>c 4:01.00</i>	<i>F 4:01.00</i>	<i>H 4:03.00</i>

Procedures for Individual Events

Except for relays, only 3 clerks are needed and enough benches for 1 event with 1-3 chairs behind the blocks. GRAL hopes to train swimmers to come as soon as their event is called by reducing the time spent sitting in Clerk.

10 Minutes prior to the start of the meet, call for events 1 & 2.

1st clerk (Head Clerk) is at the entrance to line up the swimmers in heat and lane order as they arrive.

- Have Mites sit down when they arrive. It helps them stay quiet while listening for their name.
- Call only one event to Clerk at a time. As the swimmers arrive place them directly on the bench in the proper heat and lane. Call names of swimmers in the slowest heat first.
- **Be sure to tell each swimmer the heat and lane they are in.**
- There is no need to wait until all swimmers in a heat arrive to put them on the bench. Just have swimmers leave the empty places. Get those swimmers that have arrived on the benches in proper heat and lane order and then move on to the next heat.
- If swimmers from the earlier heats arrive later, direct them to the 2nd clerk.
- If it becomes necessary to add a swimmer to an event, the clerk will make a deck card for the swimmer. If a card is made, the Clerk must verify with the computer coordinator that the swim was legitimate. This can be done before or after the swim.

2nd clerk moves the swimmers through the benches, verifying names and lanes, and adding late comers to the benches.

- As 1st clerk directs late comers to 2nd Clerk, 2nd Clerk uses the Meet Program to add the Late Comer to the proper heat and lane.
- Be sure to tell the swimmer their heat and lane.
- In a pre-seeded meet, if a swimmer comes late to an event even after the event has begun the swimmer may be allowed to swim provided their heat has not swum or there is an empty lane in the later heats. Any clerk will take the swimmer to the proper lane and notify the timer of the swimmer name if it is a different heat.
- Notify the Head Clerk if there is a need to reseed due to excessive empty lanes.

3rd clerk takes the swimmers from the front bench to behind the blocks.

- Because there are no cards, be diligent when getting swimmers especially mites to the proper lane. Remind swimmers to tell the Timers their name.

If your team absolutely must have Lane Number Cards for the mites, color coding is important. The following colors are suggested for Lanes: Pink – 1; yellow- 2; blue -3; green- 4; purple-5; white- 6

