

CLERK OF THE COURSE

19 May 2017

PROCESS:

Computer Seeding Process (New Process):

This year, the RSL has adopted the option to use computer seeding. Teams must mutually agree to use computer seeding, in writing (e-mail concurrence is acceptable), at least five days before the meet. If computer seeding is used for a meet, the Clerk of the Course will be provided with a heat sheet that specifies what heat and lane each swimmer is assigned to. The Clerk must deliver the swimmers to the blocks in accordance with the heat sheet. The Clerk will **NOT** be responsible for making adjustments to the heat/lane assignments.

If the Clerk has a situation where there is only one athlete in a heat, bring that to the attention of the Referee so they can make the necessary adjustment.

Entry Cards Process (Legacy Process):

EVENT ENTRY CARDS:

3" x 5" Index Cards are used. The cards may be all white or color-coordinated by gender.

Each team's cards must be provided by the coaches/data personnel at least **one hour** prior to the start of the meet.

Each card shall have the following information:

Event name and number

Swimmer's first & last name

Age of swimmer

Team name

Swimmer's best time for the event from the current season, if established.

Note: Circle event, name and age if swimming in a higher age group.

In the upper right-hand corner, beginning with #1, will be numbering indicating fastest to slowest swimmers for each event. This information is provided by the coach of each team.

In the rare case of an exhibition swimmer, entries are provided to the Clerk of the Course with the same information as above and with the word "Exhibition" marked on the Card.

A copy of the Official Event Planner is also provided to the Scorekeepers and to the Clerk **one hour** before the scheduled start of the meet. When the meet is run by computer software, the Clerk may additionally ask for an event by event entry list provided in numerical order. This information can then be readily checked against the actual entry cards.

EXCEPTION: Entry Cards for Relays are the responsibility of each team, as is the responsibility of each team to ensure their swimmers are at the correct lanes for the relay start. Each relay team must give their event card to the lane timers prior to the start of the event.

CLERK OF THE COURSE

19 May 2017

RULES:

“Additions may be made in an unfilled event to accommodate late arrivals; however a late arrival may not replace an individual already entered into the meet. Further, an individual present, but not listed at the time of entry submission cannot be entered after the original submission of the entries. Under no circumstances can an individual be changed from one event to another. In order to avoid empty lanes in a rescheduled meet, substitutions may be made for swimmers from the original meet that are not able to compete in the rescheduled meet. Check the RSL rules for more detail.

The Scorekeepers copy of the event planner is the deciding document for any entry discrepancies per the RSL Official Rules

ON DECK SEEDING:

Both Clerks, one from each team, will be responsible for collating the Event Cards to expedite the seeding of the events, unless this process is completed by computer. It is necessary to ensure that the Event Cards from each team be arranged in ascending order by event number. Once this is done, the Event Cards within each event are arranged in ascending order by the swimmer’s team ranking (upper right corner). Once these steps are complete the seeding can proceed. It is helpful if a “seeding” board (organizer) is available for the meet. Figure 1 below shows a board with the typical seeding for a freestyle event in a 5 lane pool. 4, 6, and 8 lanes are seeded the same way.

	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	FASTEST
HEAT 7	Home No 2 swimmer	Visitor No 1 swimmer	Home No 1 swimmer	Visitor No 2 swimmer	Visitor No 3 swimmer	
HEAT 6	H No 4 “	V No 4 “	H No 3 “	V No 5 “	H No 5 “	
HEAT 5	H No 7	Visitor No 6	Home No 6	V No 7	V No 8	
HEAT 4	H No 9	V No 9	H No 8	V No 10	H No 10	
HEAT 3	H No 12	V No 11	H No 11	V No 12	V No 13	
HEAT 2		V No 14	H No 13	V No 15		
HEAT 1		V No 16	H No 14	H No 15		
	HOME	VISITOR	HOME	VISITOR	HOME	SLOWEST

FIGURE # 1

The home and visiting Clerks are responsible for arranging his/her respective team’s Event Cards in an order similar to that shown. Seeding the events is done in this fashion for all events with the exception of the relays. After all cards are arranged in order, the Clerks mark each event card with the corresponding heat number and lane for each card. Again, most meets will be done by computer software and will have this information pre-printed, but in the case of a manual meet for whatever reason, these steps must be followed. The cards are then gathered up and arranged in a pile with the first (slowest) heat on top and the last (fastest) heat on the bottom. This pile is then placed in a box which can accommodate all the event cards for the meet. This procedure is followed for all events in the meet. It is suggested that the Event Cards be organized within this box with the beginning events

CLERK OF THE COURSE

19 May 2017

toward the front of the box. It is recommended that event piles within the box be separated in some fashion. Some teams use rubber bands placed around the event piles. Other teams arrange the event piles within the box in an alternating vertical-horizontal fashion and others use dividers. Any of these methods will make it easier to locate a specific event if need be.

In many instances, one team will have more swimmers in an event than the other. In this case, it is necessary to use all available lanes in order to speed the flow of the meet.

In events where there are not enough swimmers to fill all the lanes, the first two heats should be organized as balanced as possible and mutually acceptable to both teams' Clerks.

Changes to Event Cards are only allowed in very limited circumstances (see RSL Rules), and should be changed by the Scoring/Data personnel if the meet is run by computer. If not, the Clerk should not change any Card without first checking with the Referee.

SCRATCHES:

All scratches should be reported to the Clerk as soon as teams are aware a swimmer is not available. It is suggested that the Clerk, prior to the start of the meet, ask each coach if they are aware of any last minute scratches so those events can be reseeded as necessary. 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. Note: As a precaution against more work, do not arbitrarily delete the swimmer from all events right away; swimmers can be late arrivals.

* As each event that the "Scratched" swimmer was entered approaches, proceed to reseed the event. When absolutely sure of a "Scratched" swimmer this can be done at the start of the meet.

* Remove all Event Cards for that swimmer, and as the event concludes, mark the corresponding Event Card as "Scratched". These Event Cards are given to the Official Score Keeper.

The Clerk decides when to inform the Meet Announcer to call swimmers for an event. Once the Meet Announcer calls the swimmers to report to the Clerk of the Course, Event Cards are then passed out to each swimmer. 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. If the child is not found, it is up to the mutual agreement of the Clerks if they wish to either reseed the event or because of time limitations, continue the heat with any empty lane.

OTHER RESPONSIBILITIES:

Lane Management: - It is believed that the following recommendations can improve the organization, efficiency and conduct of the meet and therefore shorten the time till conclusion. First and foremost, additional aid is always welcomed and should be searched out. Some of the peripheral responsibilities that can be delegated are: actual notification of the announcer to call an event, location of missing children. This is a great volunteer role for parents, as it is impossible for any Clerk to know the faces and/or names of swimmers running around the pool area. In addition,

CLERK OF THE COURSE

19 May 2017

parents can also be helpful in organizing relays, keeping order during 8 & under events and promptly running the cards to the timers. That noted, the most important task facing the Clerk after cards and swimmers have been accounted for, is in staging the swimmers to the starting block (particularly the 12 & Unders). A Clerk or other volunteer should walk the younger children by heat from the Clerk area to their assigned lanes. It is recommended that no more than 3 heats be staged behind the blocks at any one time. Depending upon parental help, one Clerk can perform this duty throughout the meet with the other Clerk passing out cards. Each time the starter begins a heat, the next group can begin towards the blocks.

When too many heats are staged behind the blocks, confusion and errors result. Runners get confused, cards get lost or disorganized, and swimmers can end up in the wrong heat or lane.

Avoid having only one or two swimmers in a heat. Reseed two heats in that case with one or two empty lanes. When reseeding on a large scale, it is imperative that the Clerk verify that no swimmer is accidentally left out of the event. This is more probable with many heats and thus a great deal of reseeding. The outer lanes of the first few heats which sometimes begin with no swimmers, can be areas where swimmers can be overlooked and not reseeded.

Lanes 1, 3, 5, and 7 are reserved for the home team. Lanes 2, 4, 6, and 8 for the visitors.

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.

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.”

Contact: Michael C. Sizemore
RSL President/Officials Committee Chair
MCsizemore@gmail.com
(540) 834-8120