

# SAIL TRAINING

## CLERK OF COURSE

1. Forms are filled out, swimmer info is entered into the computer. The swimmer begins to practice and the time comes for the coaches to decide what events he will swim in the meet.
2. Once this information is compiled, the coach gives it to the computer operator. The computer operator enters Swimmer Data for the Dual Meet into the computer. The visiting team has also entered their swimmers.

### **Two days before the Dual Meet**

The visiting team exports the information into a file and emails the information to the Home Team Computer Operator.

The HOME TEAM Computer Operator merges the meet.

### **One day before the meet**

The home team prints Labels for the cards and Heat sheets

#### Heat sheets must be printed for:

Clerk of Course (3 or more)

Heat sheets to post for swimmer (1 per team)

Recommend purchasing a cork bulletin board and placing these on the board with staples before arriving at the meet and having a place to hang this where the swimmers can see without interfering with the meet. Plastic sheet protectors can be stapled to the cork board and the sheets inserted into these each week. This keeps the sheets dry.

Volunteers from the HOME TEAM will paste the labels on all the cards.

All Cards will be the same color—light blue.

The cards should then be filed according to event order and in heat order, both teams, just like divisionals. You can file these in a box, basket, etc. It would be helpful for the container to be waterproof in case of rain. You can paper clip, rubber band, or use separators with the event labeled. We would highly recommend this as it makes cards much easier to locate for scratches and late entries. These cards are given to CLERK OF COURSE. They will be given out in Clerk of Course not by the individual teams.

# CLERK OF COURSE

**PERSONNEL:** IDEAL CLERK OF COURSE  
MINIMUM OF TEN VOLUNTEERS-DON'T PANIC  
THREE – FOUR FROM VISITING TEAM  
SIX - SEVEN FROM HOME TEAM DEPENDING ON THE  
SIZE OF THE TEAMS

From each team:

Two clerk of course volunteers should work under the “tent”

One will line up swimmers and one to walk swimmers to clerk of course

Six will work in the Clerk-of-Course area

Details of duties below

**SUPPLIES:**

1. Benches or chairs: several rows (recommend at least six) of benches or chairs with enough seats per row for the number of lanes in pool (6 chairs or room on benches for 6 for 6 lane pools, 5 for 5 lane, etc.) The first row will be for the first heat, second row for the second heat, etc.
2. Three heat sheets
2. Legal Size Clipboard-will makes your work easier
3. Paper Clips
4. Rubber bands
5. Black Ball Point Pens or fine tip markers-to make changes on card and to complete cards of swimmer additions
6. Permanent Markers to mark SCRATCH any color Except Red
7. Blank Swimmer Entry Cards
8. Post It Notes-to send notes to referee/starter
9. Laminated copy of rules, lane assignments, order of events, order of IM and Medley Relay
10. Band-Aids
11. List of Workers

REMEMBER ALONG WITH THE STARTER AND REFEREE, CLERK OF COURSE DETERMINES HOW THE MEET RUNS. BE AT THE MEET EARLY ENOUGH TO BE SET UP, PREPARED, AND HAVE THE SWIMMERS LINED UP AND READY AT ALL TIMES. EXPECT THE FIRST MEET TO BE HECTIC AND EXPECT THE 8&U AND 9/10's TO BE HECTIC THROUGHOUT THE SEASON!  
ALWAYS BE PATIENT, FRIENDLY, COMFORTING, AND IN CONTROL!

## **PREPARING FOR THE MEET:**

1. Have your “Clerk of Course” area set-up at least one hour before the start of the meet. You should give the information of set-up to the Meet Director to be set up earlier in the day or be there to set up yourself. For a six-lane pool, you should have benches to hold six swimmers or six chairs (5 for five lane, 8 for eight lane, etc.) The first row is for the first heat, second row for the following heat, etc.
2. Heat sheets are provided by the Home Team and are a merged file of the two team entries. The computer will automatically assign lane assignments in the following manner: Lanes 1,3,5 to Home Team, Lanes 2,4, 6 to Visiting Team. These lanes do not have to be adhered to when changing swimmers.
3. Check with the referee about combining events and how he/she would like to be notified. See notes for combining in Notes to Remember.
4. Establish a procedure for calling swimmers sufficiently in advance of each event. This communication should be clear to each team with a visual aid, walkie/talkies, etc. to indicate the event that you are asking to report to your area. Stay at least three or four heats ahead of the one being swum.
5. Each team should have a designated area where they are to stay before being called to clerk of course. This will help when a swimmer needs to be located for their event.
6. Introduce yourself to the Visiting Team Clerk of Course Volunteers, explain the procedure for notifying them of events being called, show them the Clerk of Course Area and explain the route you would like their swimmers to come to Clerk of Course and where they should stand.

## **JUST PRIOR TO THE START OF THE MEET**

7. Check to make sure all the workers are present and understand their assigned duty. SAIL requires that the home team provide the Certified Head Clerk of Course. Remind them that they are to be friendly and comforting to all swimmers but must also maintain control. The Head Clerk of Course, with the consent of the Referee, has the authority to eliminate swimmers from an event due to misconduct while they are in Clerk of Course.
8. Have the first two relay events called and in position to swim **PRIOR TO THE START OF THE MEET**. Note: 8 &U and 9/10 breast and freestyle swimmers are at the far end of the pool. This takes time! Consider dividing into two groups before sending to Clerk of Course and taking the back and free straight to the end of the pool. Writing the lane, stroke and order they swim on their hand is really helpful!
9. Tent Control Volunteers will line the swimmers with Heat Sheets. The Tent Control Volunteers should be considered part of your Clerk of Course staff and trained to understand the importance of their duties. The Swimmers should be lined up in heat order fastest to slowest according to the heat sheets and reminded to stay in this order.
10. A Clerk of Course Volunteer from that team should walk the swimmers from the tent (or area where team is located) to Clerk of Course and maintain discipline and keep the swimmers in order.
11. The Head Certified Clerk of Course Volunteer merges the two teams swimmers according to the Heat Sheet. Swimmers should be standing in lines according to team in the correct order.
12. A Second Clerk of Course Volunteer will give the cards to the swimmers.
13. A Third Clerk of course volunteers should place the swimmers on the bench in order.

14. A Fourth volunteer should stay with the benches to maintain order and help the swimmers advance on the benches.
15. A Fifth volunteer should work to move the swimmers from the benches into the correct chairs behind the blocks.
16. A Sixth Clerk of Course Runner should be responsible for scratch cards and notes to the Starter and/or Referee.  
Scratch cards will be taken from Clerk of Course to the Recording Timer.  
The recording timer should then send the card with the other swimmer's cards by the runner to Records.  
Notes should be sent to the Starter and/or Referee with any combined events, eliminated heats or events. (The info needed by the Referee should be established with the Referee before the start of the meet)
17. A Runner will pick up the cards from the Recording Timer in order and take to Records.

## Clerk of Course Notes to remember:

1. Apart from the Starter and Referee, the Clerk of Course is most responsible for the “flow” of the meet.
2. Never make changes on the label. Circle the label to alert Records of a change and write the change below the label.
3. Scratched swimmer cards are noted with the word SCRATCH written in large letters below the label in any color other than red. **Do not write on the label.** Records always needs to see the information on the label.
4. Fill the first or SAIL Heat but no further reseeding! Use common sense!
5. Exception to reseeding would be filling a scratch with a late entry or a single swimmer from the last heat.
6. COMBINING EVENTS is NOT RESEEDING. Combine events and/or heats of equal distance when possible to save time. When combining events the event number never changes. Notify starter in manner previously decided.  
Examples:
  - a. One heat of 8 U girls IM with only three swimmers and one heat of 8U boys with only two swimmers
  - b. Heat two of event 40 has two scratches and heat three has only two swimmers—combine heat two and three
  - c. Relays—free relay--13/14 boys, 15/18 girls and 15/18 boys have only two relays each. These three heats can be combined to swim at the same time.
  - d. Event 20 only has two heats and the second heat has only one swimmer. Event 21 has only one heat of four swimmers. The swimmer in event 20 can be combined to swim in this heat. Use your judgement as to whether to leave a lane in between. She will remain as event 20 and will receive a blue ribbon.
7. Swimmers may be placed in lanes that are not designated for that team.
8. Never allow a swimmer to swim alone. Move someone down from the preceding heat. It does not matter whether he/she is from the same team.
9. When making changes on the card: **DO NOT write on the label.** Make note of changes on the blue card itself below the label.
10. You may combine heats and events of equal length  
Example: IM three 8&U girls and two 8&U boys may swim at the same time.  
Leave a lane open between if possible.
11. If events are combined, the heat and lane may change but never the event
12. Parents nor Coaches are allowed in Clerk of Course
13. Although you should be encouraging it is not appropriate to cheer or coach swimmers in Clerk of Course

# Clerk of Course Rain Suggestions

**Here are some suggestions to keep the cards dry in case of rain during a meet. You can use one of these ideas or combinations that you feel might work at your pool.**

1. At least the area where the cards are kept and the swimmers are lined up must be covered or the cards will not stay dry. If you do not have a cover please consider borrowing a small pop-up tent.
2. Recording timers have umbrellas. Other timers use ponchos
3. Recording timers sit at TV trays or small tables that can be covered with their umbrellas
4. Use zip-lock bags to place the cards in before giving to the swimmers
5. Recorder removes the card from the bag under the umbrella, writes on the card and replaces it in the bag to give to the runner. Must be folded with info to the outside
6. Recording timers can use clipboards with mylar sheets to place the card under and only lift to write times, DQs or take out or put in cards
7. Have 3x5 index cards with the recording timer in case the card is too wet to write on. Recorder can record swimmer name, heat, lane and 3 times on this card.
8. Labels can be printed with Swimmer name\_\_\_\_, Heat\_\_\_\_, Lane\_\_\_\_ Times\_\_\_\_,\_\_\_\_,\_\_\_\_ and placed on the index cards to make it easier for the recorders.
9. Clerk of Course in covered area. Swimmers lined up in clerk of course and placed on the benches. Cards are not given to swimmers. Cards are left in heat order and taken in a large zip-lock bag directly to the timers who have umbrellas to cover themselves and a small table. A clerk of course worker can keep swimmers in order and remind of lanes with a heat sheet. A runner with another large zip-lock bag can pick up the cards from the recorder, place in bag and take to records.