CLERK OF THE COURSE

The Clerk of the Course shall be responsible for recording the name and number of each competitor and shall assign each competitor to the proper heat and starting position, as approved by the games committee or Meet Director. The Clerk is responsible for giving all necessary instructions concerning the rules governing the race, and either the Clerk or the Assistant Starter, shall be at the starting mark before each race to announce the lane assignments and hold each competitor responsible for reporting promptly to the starting line when the race is announced.

Adjustments in heat or lane assignments or in the number of heat qualifiers may be made by the Clerk with the approval of the Referee. In a race run in lanes, each competitor shall run in the lane drawn unless the Clerk moves the competitor to avoid use of a lane, which because of unusual conditions, would unfairly handicap a competitor.

The Clerk must provide the Head Finish Judge with a written list of all of the starting competitors, their numbers and their lane assignments, the number to qualify from the preliminaries, and record for the event. A listing of changes in writing approved by the Referee must also be provided. The Clerk of the Course must check and enforce uniform regulations.

RESPONSIBILITIES

a. Familiarize him/herself with all starting and finish lines and exchange zones
b. Give all necessary instructions concerning the rules governing the race, including method of qualifying in preliminary and semifinal heats, and places to be scored
c. Assign each competitor to the proper heat and starting position
d. Deliver the competitors at the starting line promptly for the starter
e. Inspect batons for relay races
f. Check and enforce visible uniform rules and regulations
g. Coordinate calls with the announcer and assist with keeping meet on schedule
h. Inform all competitors of type of stagger to be used in race (one-turn, two-turn, etc.) and exchange zones
i. Remind competitors to remain in their assigned lane at the conclusion of a race to aid finish line personnel in timing and placing process
j. Remind competitors of prohibited items by the games committee or any special instructions

SUGGESTED EQUIPMENT

a. Time schedule and order of events
b. List of entries, heat and lane assignments, and event cards
c. Clipboards and pencils
d. Watch that has been synchronized with the official meet time
e. Speaker system to call missing persons or schools
f. A radio for communication with the announcer and the finish-line personnel

COMMENTS FOR THE CLERK OF COURSE TO MAKE TO RUNNERS

a. Scratch out “no shows” and relay this information to the finish clerk
b. Collect relay card (if applicable)
c. Check spike lengths
d. Uniform compliance
e. Sweats off in the chute (unless inclement weather)
f. Announce how they will qualify for the finals
g. Send relay runners to different exchange zones
h. Explain starting line colors and passing zone colors