



CLERK OF COURSE

2018 Overview & Job Duties

MANDATORY MEETING FOR ALL CLERK OF COURSE VOLUNTEERS

WEDNESDAY, JULY 25: 11 AM - OR - 6 PM

PLEASE MEET AT THE CLERK OF COURSE TENT
LOCATED NORTH OF THE TENNIS COURTS

As you know, running an efficient All-City Clerk of Course is very important to the success and enjoyment of the All-City swim meet. That's one of the reasons we are asking you to join us on Wednesday for a mandatory meeting. Upon arriving, please check in at the tables within Clerk of Course to find out your position. During the meeting, we will walk through all the phases and answer all of your questions regarding our Clerk of Course set up.

On Thursday, Friday, and Saturday, **please report to volunteer check-in FIRST**. If you did not already receive your t-shirt you can pick it up there. You can find out where volunteer check-in is located by visiting the Monona All City Site Plan: <https://swim.moallcity.com/monona-site-info/maps/>

After checking in at the volunteer station, please arrive to the Main Clerk of Course Tent and be ready to work at the following times:

	<u>Morning Shift begins</u>	<u>Afternoon Shift begins</u>
Thursday	7:15 a.m.	12:30 p.m.
Friday	7:00 a.m.	12:00 p.m.
Saturday	7:00 a.m.	1:00 p.m.

Below is a list of the positions within Clerk of Course. If you read through these descriptions and find there is a job that you absolutely can't do, please let us know right away.

If you have any questions or concerns, please contact us. Thank you so much for all your help!

Sue McDade (suemcdade@gmail.com) and Keri Robbins (keri@uwalumni.com)

CLERK OF COURSE VOLUNTEERS: JOB DESCRIPTIONS

- Bullhorn
- Arm Marker
- Greeter
- Check-in Table
- Plunker
- Seat Checker
- Deliverer
- Transition Worker
- Behind the Blocks

BULLHORN (2) *Needs a headset

- Wears a headset and rotates through tent city and general areas, such as concessions, announcing what event is being staged in Clerk of Course.
- Carry a heat sheet to double check on races. This is also helpful when someone asks you what event #23 is.
- When announcing, please listen to cues from the Clerk of Course over the headset. Much of what is being said to the bullhorn person does not need to be announced. Repeat what is being called back to the clerk to clarify. We will let you know when to make first and last call. At times you may be calling two events. When announcing an event, it may sound something like this over the bullhorn:
 - “First call for event #3 Boys 9-10 50 yard freestyle.” Go to each tent as you walk through tent city and the All-City grounds.
- We will call events by event number and heats in order to limit the time spent in clerk. For example, event #21, Girls 7 & Under 25 yd backstroke, heats 1 – 10.
- It is also your responsibility to keep the white board located in the center of Tent City accurately updated with staging information.
- It is important that you do not allow others (particularly children) to do your job.

ARM MARKER (no arm marker on Thursday) (1-2)

- Stands outside the Clerk of Course Tent.
- Makes sure that the 10 and under swimmers have their hand marked with the event and heat. If a swimmer does not, use your heat sheet to identify the swimmer’s event and heat number.
- Send the swimmers on to the greeter.

GREETER (2)

- Stands at the entrance for the main Clerk of Course Tent and controls the flow of traffic to the check in tables.
- Informs the swimmers what event is currently being staged. This will help ensure that the swimmer is at the right place at the right time.
- Checks that all the relays have four swimmers and their relay card before they check in. If a team is not complete, please direct them to the “Relay Team Meeting Spot” along the fence area by the skate park. They should return when all their relay members are present.
- Direct the swimmers into the clerk tent to an open checker who will check them in.
- You will also keep the “currently staging” white board up to date as directed by one of the Head Clerk of Course staff.

CHECK-IN TABLE (4-6)

- Your job consists of checking in relay and individual swimmers. To do this, you will use a heat sheet to fill out a plunker ticket for the swimmer(s) to give to a plunker who will be standing by the check-in table.
- **FOR INDIVIDUALS:**
Raise your hand when you are available to check in the next person in line.
 1. Ask the swimmer their first and last name and what pool they swim for. In addition, ask if a swimmer knows his/her heat number as that will greatly help you in the check-in process. (10 and under swimmers should have their event and heat numbers marked on their hands.) If you can't find the swimmer's name on your heat sheet, ask if they have a nickname or initial.
 2. Once you find their name, you write their row and their lane on the pre-printed slips. If you can't find their name, consult another check in volunteer and if no luck, find Sue or Keri. It may be the swimmer is confused about what event they are swimming and have shown up at the wrong time.
 3. Hand the swimmer the completed plunker ticket and direct them to a "Plunker" who will be waiting to seat them. **Important:** Please remind the swimmers to wait for the plunker to escort them to their seat in Clerk of Course.

Coach swimmers - If a swimmer comes to check in and says they are also a coach, you will grab an orange cone from behind the tables. You will also write out the row and lane card. The swimmer/coach then takes the card and cone to a plunker and that person will put the cone on the seat in Clerk of Course for the coach. It is now clear to our team that the swimmer has checked in, but because they are a coach they are allowed to move about the tent freely.

- **FOR RELAYS:**
Raise your hand when you are available to check in the next relay in line.
 1. **The entire relay must be there for you to check them in.** A complete relay team has 4 swimmers. If they have 3 and a coach swimming for them they should tell you that information so that you can indicate that on the plunker ticket for plunkers. Use the relay card to match to the heat sheet.
 2. Write on the plunker ticket the relay's row and lane # just like you did for individuals. Then send the swimmers to be escorted to their seats with both their relay card and their plunker ticket. You are only assigning the 1st swimmer their row/lane. The other swimmers in the relay will fill in behind the first swimmer in the same lane.
 3. **Important:** DO NOT TAKE THE RELAY CARD FROM THE SWIMMER. These remain with the first swimmer in the relay. Remind the swimmer to keep the relay card and to give it to people at the blocks (This would be the backstroker on the medley relay or the 1st swimmer on the free).
 4. Any switches made to relay cards should have been made prior to check in by a coach.

PLUNKER (8)

- Your primary job is to meet swimmers by the check-in table, take their plunker ticket and escort them to their seat in the main Clerk of Course staging area.

PLUNKERS FOR INDIVIDUALS

Each swimmer entering Clerk of Course will have a plunker ticket that will indicate their row # and lane #.

- The rows are marked with numbers at the end of each row (Row 1, Row 2, etc.) and the lane numbers will be taped on each chair. You will match the plunker ticket with the row and lane and instruct the swimmer to sit down in that chair. At this point, you take their plunker ticket – it can be thrown out.
- If you have a coach who is also a swimmer, they will hand you their plunker ticket and an orange cone. You will take that cone to their row and lane to save their spot. They are not required to remain seated - it's their responsibility to get to the blocks.

PLUNKER FOR RELAYS

- Seating for relays is different than individuals. We will be seating a team of 4 from front to back over 4 rows so they are all in the same lane. Therefore, we will only be using every 4th row for numbering on the plunker ticket when staging relays (1, 5, 9, etc.). These rows are marked with **RED** signs.
- First, when seating relays, pick them up by the check-in tables. The first swimmer on the relay will have a plunker ticket for staging their entire relay. Place the first swimmer in that seat and the remaining swimmers directly behind them in the next 3 rows and same lane number. After the swimmers are seated you can take their plunker ticket. If a coach is swimming for a relay, a coach's cone will go on that chair to mark his/her place.
- **Important:** The first swimmer in the relay will also have a relay card. **DO NOT TAKE THE RELAY CARD FROM THE SWIMMER.** - they will keep the card and turn it in to the timers.

SEAT CHECKER (2)

- Your primary job is to check every heat before it leaves the main tent. The "Deliverer" will be walking them out of the main Clerk of Course area to the final staging tent closer to the pool.
- Using your heat sheet you will go through each row of swimmers and double check that each swimmer is in the correct lane. Last names aren't a big deal, you can just go down the row and say, "Are you _____, _____, _____, _____, _____, _____, _____?" Always be watching where the "Deliverer's" are taking rows from and be sure to have the row checked and ready to be taken prior to the "Deliverer" wanting to take the row.

DELIVERING FOR INDIVIDUAL EVENTS

DELIVERER – Clerk Tent to Transition Tent (2)

- Your primary job is to take rows of swimmers from the Clerk of Course tent to the transition tent.
- **Important:** All rows must have a final check. However, remember that swimmers that are missing will not be paged. If a swimmer is missing, you can double check with the other clerk volunteers to see if they checked in, may be in the bathroom, etc. If there is a row without a swimmer in a particular lane it is important that you convey this to the transition tent workers.
- Take the hand of the swimmer seated near the center isle – this will be LANE 8 – have all swimmers in that row stand up and hold hands.
- Take the entire row to the transition tent and place them in the first row in their appropriate lane.
- The transition worker will move them to the next location
- Go back and get the next row of swimmers from the Clerk of Course area.

TRANSITION WORKER (1)

- Supervise the two heats waiting in the transition tent
- Assist the Deliverer in moving the heats from one set of chairs to the next as they become open.

DELIVERER – Transition Tent to Blocks (3)

- Your job is to take rows of swimmers through the transition tent to the on-deck waiting area and then on to the chairs behind the block.
- When moving an entire row of our youngest swimmers from one area to the next, take the hand of the swimmer in Lane 8, ask the entire row to stand up, hold hands and follow you.
- Take them to the on-deck waiting area where they will stand on the blue dots – appropriate lane number. You will wait with them until the last row of chairs behind the blocks becomes available.
- When the last row of chairs becomes available, take your heat to the blocks and drop the swimmers off in the correct order. The first swimmer to leave the on-deck waiting area is lane 8. Lane 8 is the first lane as you enter the pool.

DELIVERING FOR RELAY EVENTS

DELIVERER – Clerk Tent to Transition Tent (4)

- Your primary job is to take rows of swimmers from the Clerk of Course tent to the transition tent.
- You will work with a team of 4 people to move the relay teams to transition.
- Starting from the center isle – this will be LANE 8 – have all swimmers in that row stand up and follow you to the transition tent. Younger swimmers should be directed to hold hands.
 - Deliverer 1 will always move the backstroke/1st free swimmer to the GREEN row on the Twister Mat
 - Deliverer 2 will move the breastroker/2nd free swimmer to the YELLOW row on the Twister Mat
 - Deliverer 3 will move the flyer/3rd free swimmer to the BLUE row on the Twister Mat
 - Deliverer 4 will move the freestyler/4th free swimmer to the RED row on the Twister Mat
- The transition worker will move them to the second mat
- Go back and get the next relay from the Clerk of Course area.

TRANSITION WORKER (1-2)

- Supervise the two heats waiting in the transition tent
- Move the heats from one set of Twister Mats to the next as they become open.

DELIVERER – Transition Tent to the Blocks (4-8)

RELAYS (9 and older)

- Your job is to take rows of swimmers from the transition tent to the on-deck waiting area and then on to the chairs behind the block.
- When moving an entire row of our youngest swimmers from one area to the next, take the hand of the swimmer in Lane 8, ask the entire row to stand up, hold hands and follow you.
- Take them to the on-deck waiting area where they will continue onto the same color dots as they were in the transition area
- You will wait with them until it is time to move to the blocks
- When the relay team in the chairs is called up to the blocks, move your relays in teams to the chairs. We suggest that you move them one relay team at a time (all swimmers for lane 1 together, all swimmers for lane 2 together).

RELAYS (8 and under)

For 8 and Unders, you will always be working as a team of 4 to make sure you have your relays in order. The relay teams should move as a unit from the Transition area to the final On-Deck Waiting Area. To move from the on-deck waiting area to the blocks follow this procedure:

1. Deliverer #1 will always move the GREEN Row (backstroke/1st free swimmer) to the third chair behind the blocks
2. Deliverer #2 will move the YELLOW Row (breast/2nd free swimmer) around the back of the diving well to the turn end of the pool. They will be placed on the ground graphic at the end of their appropriate lane
3. Deliverer #3 will move BLUE Row (fly/3rd free swimmer) to the fourth chair behind the blocks
4. Deliverer #4 will move RED Row (free medley/4th free swimmer) around the back of the diving well to the turn end of the pool. They will stand next to their teammate on the ground graphic at the end of their appropriate lane.

BEHIND THE BLOCKS (4-8)

- Each volunteer will be responsible for 2-4 lanes of swimmers.
- There should always be a swimmer on the block, and in the 4 chairs behind the block filled for a total of 5 swimmers behind each block at all times. When 1 relay gets up on the block, there should be another relay seated in the chairs while they swim.
- During 8 and under relays (on the turn end) each pair of swimmers will wait on a single ground graphics for their turn to swim.
- You need to communicate with final staging if there aren't enough swimmers in cue to swim. This is important to work out particularly during the beginning part of each day.
- Continue to check swimmer's names with your heat sheet and keep track of when to move them up to the next available chair.
- Coaches who are also swimmers may have checked into Clerk of Course but may have left to go back to coaching. If this is the case, there may be a coach's cone placed on a chair as a holding spot for them. This may happen during 15-18 individuals and 8 and under relays. A coach can step in and remove the cone when they are ready to swim. These cones should be stacked behind the chairs along the fence at the end of the blocks when done.