



Clerk of Course

The **Clerk of Course** plays an important organizational and logistical role at a youth swim meet. Their main job is to make sure swimmers are in the right place, at the right time, and in the right heat and lane — helping the meet run smoothly and efficiently.

Primary Role

The Clerk of Course is responsible for organizing swimmers before their races and ensuring they report to the proper lanes in an orderly fashion. At youth meets—especially developmental or large age-group meets—the clerk's job is essential to keeping the meet on schedule and helping younger swimmers who may not know the process yet.

Key Responsibilities

1. Check In / Seeding

- Confirms which swimmers are present and scratches (removes) those who are not.
- Helps seed swimmers into their heats and lanes by lining up in chairs.
- Updates heat sheets or lane assignments for the announcer, timers, and officials.

2. Marshalling Swimmers

- Calls swimmers for each event, organizing them into heats and lanes in a designated staging area.
- Ensures swimmers line up in the correct order before being escorted to the blocks.
- Works with a team's assistant clerk to manage swimmers (especially 10 & unders).

3. Communication

- Works closely with the Starter & Computer Tech to keep events flowing smoothly.
- Alerts Starter & Computer Tech if there are lane changes or scratches.

4. Assisting Swimmers

- Helps younger swimmers understand where they're going and what to do.
- Makes sure goggles, caps, and other gear are in order before sending swimmers to the blocks.

5. Maintaining Order and Efficiency

- Keeps the next heats ready to go so there's no delay between events.
- Maintains calm and organization in what can be a busy, noisy environment.

Qualities of a Good Clerk of Course

- Organized and calm under pressure
- Ability to move quickly to keep swim meet going at good pace
- Friendly and patient (especially with younger swimmers)
- Clear communicator

In short, the Clerk of Course:

- Checks swimmers in
- Organizes heats and lanes
- Lines swimmers up for their races
- Keeps the meet running on time

