

Clerk of the Course Job Descriptions

Draft: 4/8/09

*** Supervisor (1-2 per shift)**

- Generally positioned in clerk area at all times
- Part of escalation path for issues
- Check in/out volunteers and brief them on their responsibilities
- Ensure "NOW SEATING" boards remain updated (one for Boys, one for Girls)
- Fill in, give short breaks, coordinate volunteers for extra help with 8 & unders as needed, resolve issues

Registration Coordinator (2 per shift: one for boys, one for girls)

Each coordinator has a binder that displays the swimmers for each event and each Registration Coordinator is located at a separate table (Boys - BLUE binder sheets and Girls - PINK binder sheets)

- Check off each swimmers name on the event sheet (at their respective table), keep marked event sheets. Make a dark straight line thru no shows and inform Seating Coordinator
- Remind swimmer of heat and lane. Mark heat/lane on hands of 8 & unders swimmers if not already marked
- **NO EARLY CHECK-IN!** Only accept the current event being seated as indicated on the "NOW SEATING" board
- Once swimmers are checked in, direct the swimmer to wait for the Seating Coordinator that will walk them to the appropriate seat
- Notify Seating Coordinator of no shows
- For Relays: all 4 swimmers for a relay team must be present before swimmers can be seated
- Check-in relays just to verify lane assignments
- For Finals: check-in alternates and the Seating Coordinator will seat them in a designated area

*** Seating Coordinator (4 per shift: 2 for the boys, 2 for the girls)**

Have the event sheets on a clipboard and check off swimmers as seated. Verify no shows with the Registration Coordinator

- Finalize event check-in seat for each event on the check-in sheet
- There are two seating areas, boys and girls. Each row of seats represents a heat

You can start to seat another age group as the front chairs/heats of

one event start to clear out. This requires coordination between the seaters, registration, and runners.

- Admit only swimmers and coaches (no parents, no friends) 1-2 coaches/team at a time is recommended
- Coordinate with "extra" runners/floater for help seating 8 & under events
- For Relays: all swimmers for a realy team must be present before swimmers can be seated
- Seat a team in the same lane number going 4 back
- The first and third swimmer will be walked by the Runner to the starter end of the pool, and the second and forth swimmer will go to the opposite end
- For 6 & under relays, seat all swimmers on the boys side
- For Finals: seat alternates in the designated area waiting for a seat at clerk, or dismissal
- Alternates will be used, even after a scheduled swimmer shows up, if the swimmers have already stood up, as instructed by the Seat Coordinator
- Mark changes on the event sheet in the event of alternates for finals

Runner (4 per shift: 2 for the boys, 2 for the girls)

Have a clipboard and obtain event sheet from Seating Coordinator for each event

- Take swimmers from clerk area to the swimmer's lane when instructed by the Gate Controll
- Hand the event sheet to the Gate Control at the same time the swimmers are taken to the pool deck, when instructed by the Gate Control
- For 8 & under relays, escort the 1st and 3rd swimmers to the timers end and the 2nd and 4th swimmers to the opposite end (two runners per event)
- Assist with seating as needed for heavy traffic events (6 & unders and 7/8's)

*** Gate Control (1 per shift)**

- Work closely with the Pool Deck Coordinator and the Runners to ensure that swimmers are ready to walk onto the pool deck when called by the Pool Deck Coordinator
- This minimizes the number of swimmers on the pool deck at one time

- Stay at pool deck gate at all times
- After receiving the event sheet from the Runner for each event, hand it to the Pool Deck Coordinator when swimmers are entering the pool deck
- Keep the lines moving and orderly by being attentive to the Pool Deck Coordinator and keeping the Runners instructed and informed of timing

*** Pool Deck Coordinator (1 per shift)**

- Update the Pool Deck board with the current event number for each event
- Inform the Gate Control when the next event is ready to be walked onto the pool deck
- Obtain the event sheet from the Gate Control for each event and deliver it to the announcer as swimmers enter the pool deck area

Crowd Control (2 per shift: one for boys, one for girls)

- Work area between the Marker tables (one for boys and one for girls) and the two Registration tables
- One Crowd Control will work with Registration Coordinators to call thru the event currently being registered/seated and any other announcements, via the megaphone
- The other Crowd Control will update the "NOW SEATING" boards in front of the Boys and Girls Registration tables
- Instruct swimmers at the Marker tables how to mark heat/lane
- Keep the crowd orderly and moving
- Discourage swimmers not yet called from mingling in the area surrounding the clerk

*** Floater (1 per shift)**

- Work closely with the Supervisors, Registration Coordinators and Seat Coordinators to fill-in where needed or where instructed

*** NOTE: Volunteer must be a REST member**