



2014 All-City Swim Meet

Clerk of Course Information

GENERAL INFORMATION

- Clerk of Course will be located on the lower tennis court. Swimmers will enter at the check-in table prior to entering the tennis court.
- Clerk of Course check-in, staging, and delivery to the blocks is required for:
 - All individual participants in 12 and under events (both preliminary and finals)
 - All individual participants in 13 and over events in finals
 - All relay timed final events. All relays must report to Clerk of Course as a complete team.
- All individual participants in 13 and over preliminary events are required to report to the Clerk of Course for check in and staging but are responsible for getting themselves behind the blocks in the correct heat and lane. There will be volunteers behind the blocks to help confirm heat and lane.
- Only checked-in swimmers and coaches will be allowed in the clerk of course; junior coaches' names will be given to the check-in table where they can obtain a name tag and enter the clerk of course.
- If there are unique situations where a parent needs access to a swimmer (IE: medical reasons, etc.), please discuss this with the Clerk of Course committee chairs (Jennifer Bergmann and Tina Chirafisi).
- Please remind swimmers:
 - Use the bathroom **before** entering the Clerk of Course.
 - Please show respect to the volunteers and other swimmers - display good sportsmanship, use a quiet voice, and stay seated while in the Clerk of Course.
- We will request help from each team's representative in the Clerk of Course should behavior issues arise, and only contact coaches if issues are not easily resolved. For the safety and enjoyment of all, repeated behavior issues may result in a swimmer's disqualification.
- Events will be announced over the PA system and an individual will go to each tent with a bullhorn announcing events that are being staged. We strongly encourage swimmers to come

to the Clerk of Course on the first call. **Swimmers who do not report to the Clerk of Course WILL NOT be paged. Relays that do not report to Clerk of Course WILL NOT be paged.**

- Swimmers are encouraged to leave personal items at their swim team tent and NOT bring items with them to the Clerk of Course. Team baskets will be provided outside the Clerk of Course for swimmers to deposit items while they are in the Clerk of Course and swimming events. Nakoma is not responsible for lost or stolen items.
 - 10 and under swimmers will NOT be allowed to take any personal items into the Clerk of Course or onto the pool deck.
 - 11 and up swimmers may take personal items into the Clerk of Course and onto the pool deck to be deposited in a basket behind their lane if they choose. Swimmers will be required to retrieve their items immediately following their event. Any items not immediately retrieved will be delivered to the swim meet lost and found.
 - Swimmers will NOT be permitted back on deck to retrieve their items once they exit after their event.

RELAYS

- Coaches must pick up relay cards in the morning before the meet begins; changes will need to be communicated to one of the Clerk of Course committee chairs (Bergmann and Chirafisi).
- Only relay teams with all 4 swimmers, in the correct order, with the correct relay card, will be allowed to check in at the Clerk of Course.
- Please make sure each swimmer knows which stroke they are swimming.

SATURDAY FINALS

- All swimmers, including alternate swimmers, should report to the Clerk of Course. Alternate swimmers will remain in the Clerk of Course until all 18 finalist swimmers have checked in.
- During finals, a swimmer who does not report to Clerk of Course before the start of the first final heat of the previous event of the same gender (i.e. two prior events) shall be considered a no show and barred from that event.

MANDATORY "DRY RUN" FOR ALL CLERK OF COURSE VOLUNTEERS

WEDNESDAY JULY 30TH 11AM OR 6PM

PLEASE MEET AT THE MAIN CLERK OF COURSE TENT LOCATED ON THE TENNIS COURTS

As you all know, running the All-City swim meet is a huge endeavor. You also know that if Clerk of Course is not running well, it will cause problems and delays during the meet. That's why we are asking each of you to come on Wednesday for a "dry run". We will walk you through all phases of Clerk and Course and answer all of your questions. It will help you to have a visual, in addition to this packet of information, on how our Clerk of Course will work.

I have also included job descriptions for all of our Clerk of Course volunteers. If you read through these descriptions and find that there is a job that you absolutely can not do, please let me know right away. I already have all the volunteers assigned specific spots and am hoping to avoid any changes in assignments during the meet.

Thank you so much for all your help! We couldn't do it without you.

Tina Chirafisi and Jennifer Bergmann

CLERK OF COURSE JOB DESCRIPTIONS

BULLHORN* Needs a headset

-Wear headset and rotate through tent city and the areas on the Nakoma grounds announcing what event is being staged in Clerk of Course. Announcing in general areas (including concessions) is important too.

-Carry a heat sheet to double check on races. This is also helpful when someone asks you what event #23 is so you can tell them.

-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 call, second call and last call. At times you may be calling two events. We will tell you when to announce first call. It may sound something like this over the bullhorn:

FOR RELAYS:

“First call for event #1 Girls 8 and under medley relay. All 8 and under girls relays should report to Clerk of Course with ALL 4 members of their relay team. Incomplete teams may not enter Clerk of Course.”

FOR INDIVIDUALS:

“First call for event #3 Boys 9-10 50 yard freestyle”. Repeat zillions of times as you go through tent city and the Nakoma grounds.

We will **NOT** be paging any missing individual or relay swimmers. Swimmers who do not report to the Clerk of Course after the bullhorn announcements will not be paged.

It is imperative that you do not allow others (particularly children) to do your job. This is the primary way we convey to swimmers who are in their tents, eating lunch, or roaming the Nakoma grounds, that they need to come to clerk of course.

Please communicate any issues or emergency situations to the Head of Clerk of Course (Tina or Jennifer).

CHECK-IN TABLE

-Your job consist of checking in relay and individual swimmers quickly and efficiently and filling out a Row and Lane card for them to carry to the entrance of Clerk of Course. Also, you will keep the "Currently staging" white board up to date as directed by one of the Head Clerk of Course staff.

FOR INDIVIDUALS:

-Call out when you are available to check in the next person or next relay in line.

- 1) The first thing you say is that we are staging event # _____ and what the event is (50 free for example). This will help ensure that the person is at the right place at the right time.
- 2) Next you ask them their first and last name and what pool they swim for. If you can't find their name on your heat sheet, ask if they may possibly have a nickname or initial.
- 3) Once you find their name, you write their Row and their lane on the pre-printed cards. If you can't find their name, consult another check in volunteer and if no luck, find Tina or Jennifer. It may be they are confused about what event they are swimming and have shown up on the wrong time.
- 4) Hand the swimmer the completed Row/Lane card and direct them to the entrance of Clerk of Course where a plunker will be waiting to seat them. Please remind the swimmers to WAIT FOR A 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 write out the same Row/Lane card with coach's name, row and lane. The swimmer/coach then takes the card and cone to the plunkers and they will put the cone on the seat in Clerk of Course for the coach.

FOR RELAYS

****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 white card to plunkers. If a team is not complete, please direct them away from the check-in table and over to the "Relay Team Meeting Spot" along the fence area of the tennis courts. They should return when all their relay members are present.

- 1) Use the relay card to match to the heat sheet.
- 2) Write on the pre-printed cards their 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 relay index card. 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.

****DO NOT KEEP THE RELAY CARDS!** These remain with the first swimmer in the relay. Remind them to keep them to give to people at the blocks (This would be the backstroker on the medley relay or the 1st swimmer on the free).

-Any switches made to relay cards should have been made prior to check in by a coach.

PLUNKER

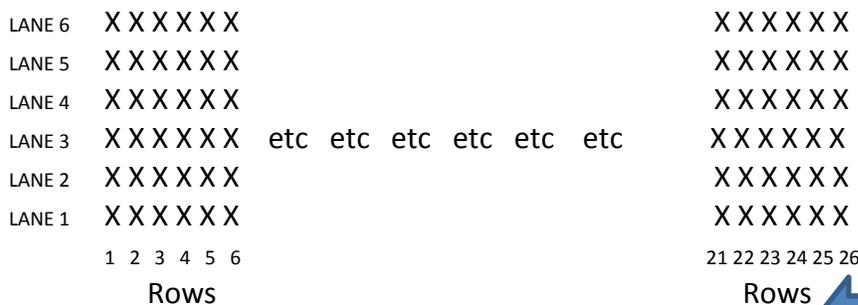
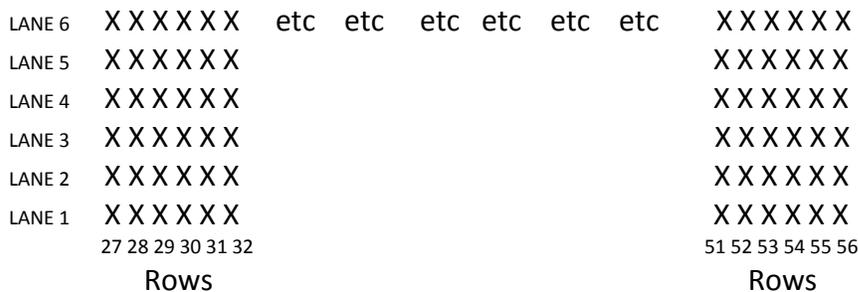
Your primary job is to meet swimmers at the Clerk of Course entrance, take their row/lane card and escort them to their seat in the main Clerk of Course staging area on the tennis courts.

FOR INDIVIDUALS

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

The rows are marked by numbers at the end of each row (Row 1, Row 2, etc) and the lane numbers will be taped on each chair. You match the card with the row and lane and instruct the swimmer to sit down in that chair. At this point you take their individual card. This card is only for seating purposes unlike the relay cards. EVERY INDIVIDUAL SWIMMER WILL HAVE ONE OF THESE CARDS. We will also reuse these cards. Please use your black permanent marker to cross off the information you have just used and put them in the basket by the entrance of Clerk of Course. We will reuse the back sides of these cards.

If you have a coach check in who is also a swimmer, they will hand you their seating card and an orange cone. You will take that cone to their row and lane to save their spot. It is then their responsibility to get to the blocks when they need to swim.



Exit to transition, final staging and pool

Check in tables



Entrance to Clerk of Course

Tennis court fencing

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 staging relays (1, 5, 9, etc).

-First, when seating relays, pick them up at clerk of course entry. They will have a relay card (THEY KEEP THEIR RELAY INDEX CARD TO GIVE TO THE TIMERS BEHIND THE BLOCKS). However, the first swimmer on the relay will also have a row/lane card 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.

Example:

If they are in Row 5, Lane 3 it will look like this. The first swimmer in the relay will sit in Row 5, Lane 3. The second swimmer will sit directly behind them in Row 6, Lane 3 (NOT NEXT TO THEM). The third swimmer will be in Row 7, lane 3 and the fourth swimmer would be in Row 8, Lane 3.

Row 8 X X X X X X

Row 7 X X X X X X

Row 6 X X X X X X

Row 5 X X X X X X

Lanes 1 2 3 4 5 6

-After the swimmers are seated you can take their seating card

-If a coach is swimming for a relay, a coach's cone can go in that chair to mark their place.

FINAL CHECKER (MAIN CLERK OF COURSE TENT)

-Your primary job is to check EVERY heat that is leaving the main tent. The "Deliverer" will be walking them out of the main Clerk of Course area, past you, to the Transition Rows. You will stand at the exit of the main Clerk of Course area with your heat sheet and double check all rows and lane #s for accuracy.

-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 _____, _____, _____, _____, _____, _____?"

-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 check-in volunteers or plunkers to see if they checked in and may be in the bathroom, etc.

DELIVERER TO TRANSITION

-Your primary job is to take rows of swimmers from the big Clerk of Course tent to the transition tent.

-There can be 4 rows of individual swimmers (or 1 heat of relays) in the transition area at one time.

-You need to CONSTANTLY watch the transition area and work with the other deliverer(s) to be sure that there are ALWAYS 4 rows of swimmers in the transition area, but no more.

-When you deliver the swimmers to the transition area, you place them in "Transition Row D". Remember that they will continue in their same Lane assignments. Each heat of swimmers should be instructed to move forward to Transition Row C, Transition Row B and finally Transition Row A as swimmers are moved on to the Final Staging area (poolside).

- 1) Take the hand of the swimmer in Lane 1 of the row in the main Clerk of Course tent that you are moving to transition. Have all the swimmers in that row stand up and hold hands.
- 2) Make sure that your row is checked off by the "Final Checker" when exiting to transition.
- 3) Take the entire row to the transition tent and place them in Transition Row D in their appropriate Lane assignments. The "transition worker" will handle it from there.
- 4) Go back and get the next row of swimmers from the main Clerk of Course area. Be looking to make sure you don't create a backup in the transition area. Again, there is room for 4 rows in the transition area.

*If there is a row with no swimmer in a particular lane it is important that you convey this to the transition area workers. For instance, if there is not a swimmer in Lane 3, please let them know that. AGAIN, we are not paging any swimmers that do not check in. If they miss their race, they miss it.

Final checkers in the main Clerk of Course should have all checked in swimmers accounted for and in place by the time the rows leave the main staging tent.

*If there is a coach's cone holding a place for a coach and they have not returned to Clerk of Course you should bring the coach's cone with you to the transition area and give it to the transition worker. They will carry the cone to final staging/on deck and hopefully the coach will meet them there.

TRANSITION AREA

INDIVIDUAL

This is a very important job as you are working in the transition area where there will be 4 transition rows (Transition Row D, C, B, A). This area will move quickly. A deliverer will be constantly moving rows of swimmers from the main staging area and placing them in Transition Row D when they see that it is vacated.

-1 transition volunteer will be responsible for moving the transition rows forward as soon as the row in front of it vacates. There will be spaces between the lane chairs so swimmers can just walk forward to the row in front of them and sit down in the same lane #. It is important that this transition volunteer make sure that kids remain staged correctly while moving forward in rows.

-The 2-4 other transition area volunteers will be responsible for moving "Transition Row A" to the final staging area/poolside.

- 1) You will need to constantly watch the final staging area (up the hill/poolside) to be sure that when a heat is moved forward in final staging that you are moving Transition rows A up to final staging.
- 2) Take the hand of the swimmer in Lane 1. Have the swimmers from that row stand up and hold hands.
- 3) Walk the entire row to the final staging area and place them along the GOLD lane numbers 1-6
- 4) Return to transition area to prepare to move Transition Row A again when ready

RELAYS (9-10 and over)

*All 9-10 and over relays will be transitioned to Final staging the same way as the individual swimmers. You will work with your 2-4 other transition workers to deliver relays to the final staging area. The final staging area has 4 rows (again, 1 heat of relay swimmers). So, please note that as a heat of relay swimmers moves behind the blocks, it will most likely vacate all 4 final staging rows at once. That is when you work with your other transition workers to get all 4 rows of the transition area (1 heat of relays) up to the Final staging as soon as possible. First moving Transition Row A, then B, C, and D following.

RELAYS (8 and under)

*This is a very important job to do quickly and accurately. You will always be working as a team of 4 transition deliverers making sure you have your relay order correct. Please note that there are 2 different final staging areas for 8 and under relays as the 2nd and 4th swimmer of each relay have to go to the other end of the pool so the 2nd and 4th swimmers will not go up to final staging poolside. They will be brought along the back of the fence area to a separate staging area.

- 1) Transition worker 1 will always move Transition Row A (backstroke/1st free swimmer) up the hill to the final staging/poolside staging area
- 2) Transition worker 2 will move Transition Row B (breast/2nd free swimmer) around the back of final staging to a grassy final staging area on the other side of the fence
- 3) Transition worker 3 will move Transition Row C (fly/3rd free swimmer) up the hill to the poolside staging area
- 4) Transition worker 4 will move Transition Row D (free medley/4th free swimmer) around the back of final staging to a grassy final staging area on the other side of the fence.

-Please remember that these are 8 and unders! You must all hold hands to assure that they stay together while transitioning to final staging. You should get in a groove once the relays get started, but PLEASE ask for help if you feel you cannot keep up at the pace of delivering swimmers to the final staging area fast enough! We can get more help as needed. It is SO important that we get the 8 and unders to the correct side of the pool.

-If you see a chair with a coach's cone on it, it means that a coach is swimming in the relay. This will happen most frequently during the 8 and under relays. Bring the cone with the row of kids and explain to the Final Staging worker that this cone is for a coach. Hopefully the coach will meet them in Final staging.

FINAL STAGER/ON DECK

INDIVIDUAL

Your primary job is to move the 4 final staging rows (poolside/on deck) forward as each heat swims and eventually to their position behind the blocks. These 4 final staging rows will be designated by color (Gold, Blue, Red, Green). The “transition workers” will be moving rows up to your area as your rows move forward to the blocks. The transition workers will place their row in the “Gold Row”. Gold will move forward to Blue, then Red, then Green. Your job is to insure that the final staging rows are moving forward correctly and to move the Green Row behind the blocks.

- 1) We will have room behind the blocks for 4 individual swimmers at all times! **PLEASE make sure that there are always 4 heats behind the blocks.** We will have the “next in the water” standing, then 2 chairs for Swimmer 2 and 3 and the 4th swimmer standing behind chair 3. Constantly be watching the pool activity for the next heat to start. When each new heat starts, take the hand of the Green Lane 1 swimmer and walk all 6 swimmers (Lane 1-6) behind the blocks. You will deposit swimmers by walking and dropping off lane 1 (closest to final staging) and then lane 2, 3, 4, 5, 6. They are holding your hand as you walk along and deposit them.
- 2) You may have to direct the kids already behind the blocks to move forward as you deliver the next swimmers.
- 3) Have another final stager moving Final staging rows forward as kids are moving behind the blocks.

RELAYS (9-10 and over)

*All 9-10 and over relays will come up to the final staging/on deck area. You will work with your other final staging workers to deliver relays behind the blocks. The final staging area has 4 rows (which is just 1 heat of relay swimmers). So, again, it is imperative that you are watching the pool. There will be enough room behind the blocks for the heat that is currently swimming and 1 other heat to be waiting behind the blocks. **So, please make sure that we ALWAYS have a second heat of relay swimmers behind the blocks waiting to swim.** And yes, relays will be moving fast as you will be moving all 4 rows of final staging rows quickly (as it’s just 1 heat). So as soon as your area is vacant, transition workers will be bringing the next heat of relay swimmers to take up the 4 final staging rows again.

RELAYS (8 and under)

*We will have our final staging volunteers divided in half during the 8 and under relays as there will be 2 different final staging areas for 8 and under relays. The 2nd and 4th swimmer of each relay have to go to the other end of the pool so the 2nd and 4th swimmers will not go up to final staging poolside. They will be brought along the back of the fence area to a separate staging area. Transition workers will

bring 2 swimmers on the relay (backstroke/1st free swimmer and fly/3rd swimmer) up the hill to the final staging/poolside staging area. Transition workers will move the other two swimmers on the 8 and under relay (breast/2nd free swimmer and free medley/4th swimmer) around the back of final staging to a grassy final staging area on the other side of the fence. These swimmers will enter the pool area in a different location as they need to quickly and efficiently get to the other side of the pool to meet their relay.

-Two Final stagers will be placed in both of these areas and their primary responsibility is to get these relays swimmers in their correct location at the ends of the pool. So, 4 final stagers will be working together to get a relay at both ends of the pool.

Final stager 1 (poolside) will always move Final Staging Row Green (backstroke/1st free swimmer) behind the blocks.

Final stager 2 (grassy area) will move 1st grassy area staging row (breast/2nd free swimmer) through the side entrance of the pool to the opposite end of the pool.

Final stager 3 (poolside) will move Final staging Row Red (fly/3rd free swimmer) behind the blocks and behind the backstroker in their relay.

Final Stager 4 (grassy area) will move grassy area staging row 2 (free medley/4th free swimmer) through the side entrance of the pool to the opposite end of the pool and place them behind the breastroker in their relay.

Because the relays will be staged in 2 different areas it will be important for the on deck/poolside final stagers to look down the hill and communicate with the grassy area final stagers to make sure that the correct relays are going behind the blocks together (but at separate ends of the pool). It is also important that the grassy area final stagers move quickly and efficiently with their swimmers as they need to get to the other side of the pool in time to meet their relay team going off the blocks. The non-block side of the pool will have fatheads on the ground to designate where to place the breaststroker and freestyler. There will be 4 fatheads so that we can have (breaststroker relay 1, freestyler Relay 1, breaststroker relay 2, freestyler relay 2). There will be enough room behind the blocks for the heat that is currently swimming and 1 other heat to be waiting behind the blocks. **So, please make sure that we ALWAYS have a second heat of relay swimmers behind the blocks waiting to swim.** And yes, relays will be moving fast! So as soon as your staging area is vacant, transition workers will be bringing the next heat of relay swimmers to take up the final staging rows again.

-Please remember that these are 8 and unders! You must all hold hands to assure that they stay together while moving from final staging to behind the blocks. You should get in a groove once the relays get started, but PLEASE ask for help if you feel you cannot keep up at the pace of delivering swimmers from the final staging area to the blocks fast enough! We can get more help as needed. It is SO important that we get the 8 and unders to the correct side of the pool and as efficiently as possible.

-If you are handed a coach's cone by a transition worker, it means that a coach is swimming in the relay. This will happen most frequently during the 8 and under relays. Hopefully the coach will meet them in Final staging.

FINAL CHECKER (POOLSIDE)

-Your primary job is to check EVERY heat that is leaving final staging to the blocks to ensure accuracy. You will stand in Final staging or at the exit of Final Staging with your heat sheet and double check all rows and lane #s for accuracy. At this point, time is of the essence so a quick double check is all that is needed.

-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 _____, _____, _____, _____, _____?"

-ALL rows must have a final check. However, at this point, if a swimmer is missing, it is too late!

BEHIND THE BLOCKS

-We will try to fill this with primarily lifeguards, but we will need to use some volunteers. Each volunteer will be responsible for 3 lanes of swimmers.

-Our goal is to always have the swimmer on the block, the 2 chairs behind them filled and a 4th swimmer standing behind the chairs for a total of 4 heats behind the blocks at all times. When 1 relay gets up on the block, there should be 1 relay waiting behind the blocks while they swim.

-You need to check and 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.

-You need to communicate with final staging if you think there aren't enough swimmers in cue to swim. This is important to work out particularly during the beginning part of each day.

FLIP SIGNS

-Your primary responsibility is to ensure that all 4 “staging event #/currently swimming events #” flip signs on the grounds remain accurate.

-You will wear a headset and will be directed by one of the Head Clerk of Course staff when to update the flip signs. This is an active position and will involve some moving around the grounds.

-There will be 4 flip signs. One will be located at the clubhouse on the patio, another near the scoreboard on deck, and one hanging from the upper deck above the tennis shop near Clerk of Course. There is a 4th white board flip sign that will be kept at check in, but we will have the Check-in table workers keep that updated.