

Clerk of the Course Job Description

The Clerk of the Course is responsible for getting the younger athletes (usually 8 & Under) lined up and ready for their events. They typically work near the southeast corner of the pool, and the area is called the “Bullpen”. The Clerk of the Course will have a heat sheet, and will use this to arrange swimmers into their heat and lane.

One of the Meet Officials will indicate when the swimmers can line up behind the blocks, and the Clerk of the Course will escort the swimmers out. Once that heat is set and ready, the Clerk of the Course will get the next heat ready to go.

It might be the first meet for many of these swimmers, and they might be nervous with many questions. They may need help getting their caps and goggles on. This is a good volunteer position for parents or guardians of younger swimmers, because you are in contact with them throughout the meet.

As always, be aware of athlete safety during the meet. Firmly stop any rough housing or running, and encourage the swimmers to pay attention. Keep in mind the Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable or interruptible distance from another adult. You should not help an athlete with anything in the bathrooms or anywhere that is not observable or interruptible.

If you see something suspicious or something that makes you uncomfortable at the meet, please let one of the Meet Officials or the Meet Director know immediately.