

# CLERK OF COURSE INSTRUCTIONS

The Clerk of Course has three main functions at most meets: Deck Entries, Scratches and Oversee Check-In for Deck-Seeded Events (i.e. 500 Free).

## DECK ENTRIES

1. Determine if swimmer is already in meet by looking them up in the meet book
  - a. If not in meet – surcharge is \$10
    - i. USS ID#: **FFFMLLLLMDDYY**
      1. **FFF** =first three letters of first name
      2. **M** =Middle Initial (or \* if no MI)
      3. **LLLL** =first four letters of last name
      4. **MMDDYY** =month, day and year of birthdate
    - ii. USS ID# is only needed on one deck entry card (and only if not already in meet)
    - iii. Have parent or coach fill out PNS Deck Entry Registration form (full page form – see last page of this document). Purpose of form is for an adult to certify the swimmer is currently registered with USS.
  - b. If already in meet – no add'l surcharge
2. Consult Clerk of Course Master Heat Sheet to see if there is an empty lane in the event the swimmer wants to swim. If so, write the swimmer's name on the Clerk's master heat sheet in the proper heat and lane
  - a. If there is NOT room, a swimmer can deck enter 'stand-by' for an event. Write 'Stand-by' on the deck entry card. Instruct swimmer to check in with the starter a heat before their event STARTS. If they get in, great, if not, they can come back to get a refund. Max of TWO Stand-By swimmers per event. If more than one, note on card of 2<sup>nd</sup> Stand-by that they are 2<sup>nd</sup> in line.
3. Fill out a Deck Entry Form for every deck entry.
  - a. Make sure the 'Exhibition' box is checked on the Deck Entry Form.
4. \$3 charge for each deck entry. Even if a swimmer scratches an event in order to enter another event, they must still pay the \$3
5. Copies:
  - a. PINK to swimmer
  - b. WHITE to computer
  - c. YELLOW to meet ref (can make a stack and hand over in batches)
    - i. Only give meet ref Deck Entries for current session

## SCRATCHES:

Fill out a scratch form for every event scratched. In Clerk Master Heat Sheet, cross out scratched swims.

## OVERSEE CHECK-IN FOR DECK SEEDED EVENTS:

Long events such as the 500 Free or 400 IM are usually deck-seeded (instead of pre-seeded) to help insure full heats which saves time and provides better competition for the swimmers. The process

requires swimmers to confirm (Check-In) they intend to swim a particular deck-seeded in order to be placed in a heat.

A Check-In sheet will be generated for each deck-seeded event. Usually the entered swimmers are sorted alphabetically. Deck-entered swimmers should be manually added to the list.

Swimmers check in by writing their initials next to their name. Alternatively, they can scratch by either not initialing or by crossing out their name.

The time the event closes to check-in will be noted.

The clerk helps with the above by making sure there are pens available for the swimmers to use, direct swimmers to the proper event list, answer questions about when the event will close, etc.

**January Challenge - Division 7 - 1/15/2011 to 1/16/2011**  
**Hosted by Wave Aquatics, Sanction #: 1101-CSD07**  
**Juanita Aquatic Center**

**Check-in Report**

**Session 2 Saturday Afternoon - Day of Meet: 1 - Starts at 02:50 PM**

**13-14 Event List -**

**Event 70 Mixed 13&O 500 Free Finals - 24 Entries**

<b>70</b>	<b>Name</b>	<b>Age</b>	<b>Team</b>
_____	Anglin, Lauren E	14	WAVE-PN
_____	Beauchamp, Luke H	13	BC-PN
_____	Boden, Stephen A	13	UN-BC-PN
_____	Chiang, Kristy	14	WAVE-PN
_____	Cross, Noah T	14	BC-PN
_____	Dalmia, Karn A	14	PRO-PN
_____	Dimmer, Samantha E	14	BC-PN
_____	Florsheim, Gabe A	13	BC-PN
_____	Fountain, JP P	13	WAVE-PN
_____	Hall, Alyssa M	14	BC-PN
_____	LeBar, Kristen E	13	BC-PN
_____	Matthes, Gillian M	13	BC-PN
_____	McAllister, Erin R	14	BC-PN
_____	McDermott, Christina M	14	BC-PN
_____	Nahlin, Annalise E	13	BC-PN
_____	Nichols, Amy N	13	BC-PN
_____	Poborsky, Alex K	13	WAVE-PN
_____	Rector, Gabrielle S	13	WAVE-PN



# PNS Deck Entry Registration Form

Name of Meet \_\_\_\_\_ Sanction Number \_\_\_\_\_

Date \_\_\_\_\_ Meet Referee \_\_\_\_\_

Meet entry eligibility adapted from PNS Policy 97-08

To be eligible to compete in sanctioned or approved competition the athlete must:

1. Be an Athlete Member or Seasonal Athlete Member as defined in the PNS Bylaws.
2. Be registered by USA Swimming, subject to rules and limitations imposed by USA Swimming in the USA Swimming Technical Rules, Article 40.
3. Be under the direct supervision of a Coach member as defined in the PNS Bylaws. **Swimmers without a coach on deck may not enter the water until they are assigned to a coach during warm up by the meet referee. It is the swimmer's responsibility to contact the meet referee**
4. The date for swimmer registration which shall be attested to by the coach, club representative or parent shall be the first day of the meet
5. Upon processing of the post meet exception report PNS shall impose a fine of \$100 per swimmer against a club or responsible party when a coach member, club representative or parent signs a document or deck entry form which indicates that an athlete is registered with USA Swimming for a meet when that athlete is not a registered USA Swimming athlete member.

The following swimmer is not in the meet data base and is deck entering as an *exhibition only swimmer* and therefore is not eligible for awards

Name: \_\_\_\_\_

USA Swimming Membership number: \_\_\_\_\_

Phone: \_\_\_\_\_

I attest that the swimmer entered hereon is properly registered athlete members of USA Swimming, Inc.

Please check relationship to swimmer

Coach \_\_\_\_\_

Parent/ Guardian \_\_\_\_\_

Self (if swimmer is 18 years or older) \_\_\_\_\_