

## **CLERK OF THE COURSE**

### **DUTIES AND TIPS**

#### **Duties – NCAA (Rule 3-6)**

- Maintain the track time schedule.
- Call together and place athletes in proper positions; place all relay teams in proper places on the track.
- Give athletes necessary instructions for their event and explain advancement procedures.
- Enforce athletes' uniform, competitor number, shoe, and logo rules and issue hip or other numbers.

#### **Duties – USATF (Rule 138)**

- Notify athletes to appear at the starting line or other assembly area before the start of their event.
- Ensure athletes are checked-in, wearing assigned bibs, and are ready for the scheduled start of their event.
- Enforce uniform, shoe and number rules; issue hip or other numbers.

#### **Head Clerk of the Course**

- Report 1½ to 2 hours before the 1<sup>st</sup> event to prepare the clerking station. Locate it to facilitate movement of runners to the starting line. Set up check-in, report-in, and staging areas, as appropriate
- Post signage, meet schedule, and event/check-in/report-in/escort timeline
- Obtain necessary info & equipment from meet mgmt (see Best Practices "Clerk Info, Eqpmt" sheet)
- Separate heat sheets by event & gender, build packs of hips numbers for each, and attach with clips
- Walk the track w/Asst Clerks to note markings, all start and break lines, SC pit & route
- Meet with the starter, to review procedures and instructions to be given by the starter and the clerk
- Meet with the finish line coordinator, to review procedures for handling event/heat sheets
- Coordinate with the announcer on timing for calls for runners to report in and check in
- Be familiar with all track markings, and all rules governing the start, running, and relays
- Assign Assistant Clerk duties, provide copies of meet schedule, and brief on the information sheet contents
- Mark on the master copy of the meet schedule:
  - Type of start for each race – lanes, alleys, or waterfall, and break-in point as applicable
  - Starting line markings for each race – color and type, and relay passing zone markings
  - Advancement procedures for the event
  - Number of laps for each race (principally for indoor meets)

#### **Check-in Clerk**

- Be aware of the progress of the meet vs. schedule; advise athletes of any schedule delays
- Maintain master set of event/heat sheets
- Check-in or scratch runners on event sheets; communicate these to finish line or announcer as appropriate
- Inform runners of heat & lane assignments; time and place for report-in; effect of failure to report-in
- Check for competition numbers or provide numbers, pins, and instructions on where they are worn
- Check runners for compliance with uniform, shoe, spike, logo, and electronic devices rule
- Have info and advise athletes on the location of: warm-up areas, restrooms, water, trainers, and awards
- Combine/eliminate heats or sections in races as needed (if OK'd by Games Committee); **or**
- In championship meets, deliver start list to Games Cmte/Referee to determine # of rounds or heats required
- Help the athletes and be cheerful.

#### **Report-in Clerk**

- Check-in or scratch runners on the event/heat sheets; communicate these to finish line or announcer
- Issue hip numbers and instructions on where they are worn; check for competition numbers
- Inform runners of: time until start of event, if must stay in the area; where to take strides; rules for advancement to next round; starting line & break line markings; starting commands; false start rule; number of staggered turns; lap counters & lap times; final lap bell; basket crew or where to leave gear; timing & movement to staging area or starting line; get spikes on
- Escort runners to the track; place in proper order/lanes; check for hip numbers-carry extras; remove sweats
- Inform line clerk/finish line coordinator/announcer of final list of starters/deliver heat sheets to them
- Relays: check uniforms; check/hand out batons; brief on exchange zones; assist in placing 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> runners in proper order on track

## **CLERK OF THE COURSE**

### **Information Needed From Meet Management**

1. Location of: check-in area, report-in area, staging area, warm-up areas?
2. Location of: restrooms, water, 1<sup>st</sup> aid/trainers, results, awards, lost & found, implement weigh-in, protests?
3. Competitor numbers – none/front/back/both? Hip numbers – none/left/right/both? Distance races – shoulder numbers?
4. Field events – check-in with clerk or at the event venue?
5. Spikes – max length: track- 9mm or \_\_\_\_mm/ ¼ inch or \_\_\_\_ in; field \_\_\_\_mm.
6. Check-in \_\_\_\_min before event; Report-in \_\_\_\_min before event.
7. Disqual: Late check-in Y/N? Late report-in Y/N? Relay uniforms Y/N?
8. Max number of lanes to be used - on straights \_\_\_\_, on turns \_\_\_\_.
9. 800m – Max of 9 or 12? Lanes or alleys? (not waterfall) 1500 – Max of 12 or 15? 3000m SC – Max of 12, 15, 18?
10. Heats \_\_\_\_or finals w/timed sections\_\_\_\_?
11. Heats - # to advance to semis & finals: 100- top\_\_+\_\_; 200- top\_\_+\_\_; HH- top\_\_+\_\_; 400- top\_\_+\_\_; 800-top\_\_+\_\_
12. Markers furnished for relays (int'l zones) (NCAA – tape only)?
13. Schedule - any changes? Clerk combine or eliminate sections/heats?
14. Track markings - walk the track, note colors & locations of start lines for all races & relays (NCAA Rule 1-1.4).
15. Individual to place and pick up cones at break line – clerk or other official?
16. Basket crew – how many? Where will they meet athletes? Means to transport full baskets quickly?
17. Record the names of:
 

Meet Director _____	Referee _____	
Chief Umpire _____	Starter(s) _____	Announcer _____
Basket Crew _____	Finish Line Coord _____	Clerk Asstnts _____

### **Equipment Needed From Meet Management**

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|--|--|
| 1. Schedules - ____ copies                             | 12. Large clock – visible in the clerk and/or warm-up areas    |
| 2. Hip numbers   | 13. Pennants & stakes for check-in, report-in, staging areas   |
| 3. Competitor numbers (& blanks)                       | 14. Signs: Clerk of Course, Check-in, Report-in, Staging Area  |
| 4. Heat sheets - ____ copies (& blank copies)          | 15. Board for signs, schedule, heat sheets, results, etc.      |
| 5. Tents for check-in & report-in areas                | 16. PA system/bullhorn for clerk to communicate w/ athletes    |
| 6. Lighting for clerk area – if evening meet           | 17. Comm. system/radio to talk w/starter/finish line/announcer |
| 7. Water and paper cups - for check-in area            | 18. Small cones for break line (6), and for alleys (15).       |
| 8. Tables & chairs - clerks; benches/chairs - athletes | 19. Pens, pencils, highlighter, paper, and clipboards (5)      |
| 9. Spike gauge   | 20. Trash cans for check-in and report-in areas                |
| 10. Batons   |  |
| 11. Safety pins (small); paper clips (large)           |  |

### **Starting Lines (“Standard” Markings)** (NCAA Rule 1-1.4)

100/100H Lanes – Solid white	1,500	Waterfall – Start of bkstrtch	4x100	Lanes – Solid white
110H Lanes – Solid white	3,000 SC	Waterfall – White w/green	4x200 ****	Lanes – White w/red
200 Lanes – Solid white	3,000	Waterfall – End of bkstrtch	4x400 ***	Lanes – White w/blue
400/400IH Lanes – Solid white	5,000	Waterfall – End of bkstrtch	4x800*	Lanes/Alleys – White w/grn
800 * Lanes/Alleys-Wht w/grn	10,000	Waterfall – Start/finish		
Sprnt Med **Lanes – White w/blue	Dist Med	Waterfall – Start/finish		
* 1-turn stagger	*** 3-turn stagger	**** 4- turn stagger		

### **Hurdle Placement (“Standard” Markings)**

100 - Yellow                      110 – Blue                      400 – Green                      3000 SC - Black

### **Relay Exchange Zones (“Standard” Markings)**

4x100 Lanes-yellow      4x200 Lanes – red      4x400 (1<sup>st</sup>) Lanes - blue      Sprnt Med (1<sup>st</sup>) Lanes - blue

### **Personal Equipment**

Rule books	Safety pins	Clipboards	Adhesive tape	Plastic page protectors
Hip numbers	Large paper clips	Whistle	Rubber bands	Plastic bags-large (rain)
Blank comp. numbers	Small cones	Chalk	Vinyl folders	Pens, pencils, magic markers
Clerk info sheets	Highlighter			

## **Clerk's Check-In Procedures/Instructions**

1. Check bib number
  2. Check spikes
  3. Highlight name on event sheet
  4. Advise of heat/section & lane assignment
  5. Advise of when & where to report to Staging Area
  6. Advise of any schedule delays
  7. Check relay team member's uniforms (all 4 together)
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## **Clerk's Staging Instructions**

1. Advise re: stay in this Staging Area now
2. Advise re: # of laps, starting lines, # of staggered turns, break lines
3. Advise re: advancement procedures to finals
4. Advise re: any schedule delays
5. Advise to put spikes on now
6. Call names & hand out hip numbers (advise: left/right/both/top)
7. Ask for questions
8. Good Luck!
9. Advise re: sweats/basket crews, movement to track, strides
10. Escort to track, place in lanes/step-up line

## ***Starter Preparations & Duties***

### Personal Equipment

Uniform prescribed for the meet	Earplugs
Red arm sleeve	Whistle on lanyard
Raingear	Disqualification cards (red, yellow, green)
Sunscreen	Rule book (applicable book)
Sunglasses	Gun cleaning kit
Hat (outdoors)	Water, small washcloth
.32 caliber pistol; .22 caliber (indoor)	Pencil and 3x5 cards or small notebook
.32/.22 caliber blank black powder shells	Stepstool

### Duties

1. Start races promptly after athletes have been turned over to the starter by the clerk of the course
2. Answer questions on the rules/conditions governing the start of each race
3. Signal by bell/pistol the start of the last lap of the race
4. Ensure starting blocks are set up within the competitor's lane
5. Inform all competitors of warnings and/or disqualifications through use of yellow/red cards and verbal communication
6. Be aware of rules for youth and masters athletes (302, 303, 332) - if applicable

### Pre-Meet Preparations

1. Arrive at least one hour early
2. Attend officials meeting (if scheduled)
3. Walk the track – be familiar with start/finish lines, exchange zones, location(s) for starter/recall starter, electronic equipment location(s), safety concerns, condition of blocks
4. Check with Meet Director and Referee - verify meet schedule, any specific equipment to be used (blocks, headphones/radio communication systems, etc.)
5. Check with Clerk of the Course - review schedule, review clerk/starter instructions so no overlap
6. Check with Head Finish Judge - verify signals between starter/finish judges (if any)
7. Check with Electronic Equipment Operator (EEO) - check all equipment, verify equipment locations, verify signals between starter/EEO (if any)
8. Check with Announcer & Clerk to synchronize watches for time schedule of meet
9. Meet with Starter crew – walk the track, review schedule of duties, positions (straight-aways & turns), hand signals, synchronize watches
10. Meet with television reps (if applicable) regarding timing, schedule; make necessary accommodations

### Safety & Other Considerations

1. Always look before you step onto the track; sprinters warming up – watch before stepping into another lane as sprinters are getting blocks set
2. Throwing & jumping events – be aware of athletes beginning their approach/run-up (particularly indoors); coordinate with head officials of those events regarding your starts.
3. Starter's position for races stated in lanes – equidistant from all runners (if a Starter stands 25 meters away from lane 1 and 70 meters away from lane 8 when the gun is fired for a 400m race, Lane 1 will hear the sound in .08 seconds; Lane 8 will hear it in .21 seconds, a difference of .13 second).

## ***Finish Line Coordinator & Officials Preparations & Duties***

### Personal Equipment

Uniform prescribed for the meet	Rule book (applicable book)
Raingear	Water
Sunscreen, sunglasses	Small knife/scissors
Hat (outdoors)	Pencil and 3x5 cards or small notebook
Whistle on lanyard	Chair
Flags (white, yellow, red, green)	Personal Meds

### Finish Line Coordinator Preparations

1. Be familiar with start/finish lines, exchange zones, condition of blocks, entry/exit for vehicles
2. Determine path for exit of athletes after races; is there a Mixed Zone?
3. Determine location of: starter/recall starter; electronic equipment; medical personnel; rest rooms; water/refreshment at finish line
4. Verify meet schedule
5. Determine who receives heat sheets for all races; who receives completed lap scoring sheets
6. Meet w/Head Starter - review schedule, verify signals between starter and finish judges (if any)
7. Meet w/Electronic Equipment Operator (EEO) - verify signals between starter/EEO (if any)
8. Synchronize watches for meet schedule with Announcer, Starter, Clerk
9. Coordinate with Clerk on location for athletes awaiting next race & relay team 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> runners
10. Check placement of TV cables and microphones for safety; coordinate w/TV reps as necessary
11. Determine type of Laps To Go and Time of Race displays for athletes/spectators
12. Determine officials' meal times & location; refreshment/snacks on track
13. Determine who will perform Lap Scoring duties, who assigns athletes to each Lap Scorer (three runners per scorer); obtain lap scoring sheets, make copies as necessary
14. Conduct meeting for Finish Line officials & volunteers, pass on necessary info

### Finish Line Officials Duties

1. Attend Officials' meeting (if one scheduled)
2. Arrive at track at least one hour before your first event
3. Set up starting blocks in competitors' lanes; assist in relocating blocks as races dictate
4. Keep the start/finish line clear of athletes, coaches, spectators. Keep the area quiet for starts.
5. Instruct athletes to exit/refreshments/medical assistance as soon as race finishes
6. Use red and white flags to indicate to Starters if race is ready to be started
7. Operate the Laps to Go display for races 1500m and over – flip to next lower number as leader enters the homestretch. Ring bell loudly on last lap for lead runner; if multiple races are combined, ring bell for the leader of each original race
8. Perform Lap Scoring duties
9. Be aware of oncoming athletes before you step onto the track or step across lanes
10. Be aware of throwing or jumping events in area adjacent to finish lines
11. If Head Starter directs, display appropriate violation flag or card to all athletes (Red – disqualified, Green – no athlete disqualified, Yellow – warning issued)
12. If Referee reverses start direction due to weather, assist in relocation of necessary items