



2015 All City Swim Meet

Clerk of Course Information

GENERAL INFORMATION

- The Clerk of Course tent will be located in the backyard behind High Point pool. Swimmers will enter at the check-in table prior to entering the tent.
- 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 (finals only)
 - All relays. 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 (i.e., medical reasons, etc.), please discuss this with the Clerk of Course committee chairs (Jason Jensen, Kristin Malecki, Marlee Carlson and Jill DalSanto).
- 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
- ***Coaches please do not pull your swimmers out of their staged spots to do team cheers or give motivational talks. It creates confusion for the other swimmers and Clerk of Course volunteers.***
- 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. In addition, a Clerk of Course volunteer 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. High Point 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 from Scoring before the meet begins. Changes must be written legibly on the relay card **and** communicated to Clerk of Course. Changes to a relay after check-in must be made before **all** teams have their relays checked in. Once all relays from all of the teams have checked in, **changes will not be allowed.**
- 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 the event.