

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, 1st 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. Disquals: 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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| <ol style="list-style-type: none"> 1. Schedules - ___ copies 2. Hip numbers 3. Competitor numbers (& blanks) 4. Heat sheets - ___ copies (& blank copies) 5. Tents for check-in & report-in areas 6. Lighting for clerk area – if evening meet 7. Water and paper cups - for check-in area 8. Tables & chairs - clerks; benches/chairs - athletes 9. Spike gauge 10. Batons 11. Safety pins (small); paper clips (large) | <ol style="list-style-type: none"> 12. Large clock – visible in the clerk and/or warm-up areas 13. Pennants & stakes for check-in, report-in, staging areas 14. Signs: Clerk of Course, Check-in, Report-in, Staging Area 15. Board for signs, schedule, heat sheets, results, etc. 16. PA system/bullhorn for clerk to communicate w/ athletes 17. Comm. system/radio to talk w/starter/finish line/announcer 18. Small cones for break line (6), and for alleys (15). 19. Pens, pencils, highlighter, paper, and clipboards (5) 20. Trash cans for check-in and report-in areas |
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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 (1st) Lanes - blue Sprnt Med (1st) 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			