

CLERK OF THE COURSE

PREPARATIONS FOR MAJOR MEETS

Equipment Requested from Meet Management

Tents – 2/3 -- check-in area; report-in area (staging area if needed)
Tables - 4 -- for clerks at check-in area
Chairs – 4-8 -- for clerks at check-in area
Benches – 4-7 -- for athletes at report-in area (4), and staging area (3)
Signage – large signs for: Clerk/Check-In; Report-In Area; Staging Area; enlarged copies of: Meet Schedule and facility diagram (w/areas noted in # 16 below) – to post in Clerk’s area
Pennants and stakes – for report-in and staging areas
Lighting – for the Clerking area during evening hours
Large clock - visible to athletes in the check-in or warm-up areas, if official time not visible elsewhere (stadium scoreboard)
Trash cans – 2 -- check-in area (1), report-in area (1)
Water coolers – 2 w/water, and paper drinking cups – at check-in area and report-in area
Competition numbers (unless provided in packets to athletes/coaches), plus 20 extra blanks
Hip numbers – sufficient for one or both hips for all competitors in all events, plus extras
Safety pins – 4 for each competitor (unless previously provided), plus 200 extra
Small cones for break-in lines (8) and for alleys (16), total suffices for 3000m SC
Meet schedules (15); heat sheets (3 full sets); facility diagrams (5)
Batons (20); spike gauge – 2
Radio or walkie-talkie - for Head Clerk to communicate with finish line/announcer/referee
Bullhorn – for check-in area
Pens, pencils, magic markers, highlighters (2), masking or adhesive tape, clipboards (5), large paper clips (2 inch) – 50
If available – 2 large rollers to squeegee water off the track; 2 leaf blowers to dry out runways

Questions for Meet Director & Running Events Referee

1. It would be helpful to spend 30 minutes with you at the track to review the clerking area sites to ensure the best flow of traffic, and to walk the track – to be certain of all the markings for starting lines, relay zones, break lines, etc. Can we plan to meet on xxx, say at XX:00?
2. What have the athletes and coaches been told about declarations, check-in & report-in times, and uniforms? (Can I get a copy of the coaches’ packet?)
3. The Clerks will need at least 3 full sets of event sheets - where will we obtain these?
4. Clerks will perform check-in, staging, & assembly on the track. Will the clerk need to assist in heat formation, seeding, etc; or will this be handled by the Games Committee?
5. Will field event athletes check in at their venue (recommended) or check in with the Clerk?
6. Are hip numbers required on the left, right, or both hips? Hip numbers on tops for 3, 5, & 10K – for lap counters?
7. Will clerks need to enforce the spike length rule? If so, what is the max length for this track?
8. Once the check-in time for an event has passed, where and how do we pass the information about scratches, relay substitutions, etc. (by runner – to where; or by radio)?
9. Will clerks place and remove cones for the break-in lines or will other officials do this?
10. Will the basket crew meet the athletes at the staging area (recommended) or on the track?
11. Confirm the method of advancement for each event shown on the Clerk’s spreadsheet?
12. Confirm the number of alleys used for the 800m start (2 or 4?); confirm curved start lines are marked for each alley?
13. For the relays, where is the best holding area for the 2nd, 3rd, & 4th leg runners?
14. Confirm that athletes will be controlled and escorted off the track by the marshals, vs. clerks.
15. Names of other meet officials: Meet Director; Field Referee; Track Referee; Multi- Events Referee; NCAA Reps; Announcer(s); Head Starter; Facilities/Equipment Manager.
16. Location of other areas – for questions asked by athletes:

Medical/trainer areas	Warm-up area(s)	Results
Awards area	Protests	Restrooms
Lost & found	Implement check-in	