

Clerk of the Course

Role

The clerk of the course shall be responsible for recording the name and number of each competitor and shall assign each runner to the proper heat and starting position, as approved by the games committee or meet referee. The clerk of the course is responsible for giving all necessary instructions concerning the rules governing the race, and either the clerk of the course or the assistant starter shall be at the starting mark before each race and announce the lane assignments and hold each competitor responsible for reporting promptly to the starting line when the race is announced. Also, the clerk of the course should check and enforce uniform, visible apparel and shoe regulations.

Considerations, Tips and Techniques

1. **Location.** The Clerk area should be established in a highly visible location (often near the 100 meter starting line or at the center of the infield). They should be provided with a table, chair, benches for gathering waiting competitors and a clipboard with completed heat sheets.
2. **Heat Sheets.** At most high school meets lanes are assigned to individuals by lot and heat sheets must be completed in the Clerk area (**tip:** heat sheet forms should be copied onto waterproof paper to prevent deterioration during wet weather conditions).
3. **Check-in.** In checking in the competitors, the Clerk is responsible for:
 - Checking in all athletes and assigning competitors to their proper starting position
 - Making sure that all the information on the heat sheet is correct
 - In seeded meets, informing each athlete of her/his assigned lane
 - If lanes are assigned to schools rather than individuals, recording the name of the athletes in the pre-assigned lanes as they check in
 - Assigning lanes starting with the inside lane and working out (4-5-3-6-2-7-8-1)
 - In the case of relay events, checking that all four competitors have the same uniform
4. **Gathering/Holding.** Once the athletes are checked in, they should be told to stay in the general area so that they may be escorted/sent to the starting line in a group. Once the announcer gives the final call, the next event's competitors can be seated on the bench in the order of their lane assignments (**tip:** place numbered cards on the back of the bench) until they are taken to the starting line. Athletes participating in field events should not be held for an extended period of time, consideration should be given to these athletes but warned they are responsible for being at the starting line on time.
5. **Instructions.** Since athletes tend to be more receptive to instructions in the Clerk area, instructions about the starting procedures (commands, number to advance, one false start rule, ... etc.) are best provided in the Clerk area. This approach also enables the starter to quickly get the race started once the athletes have removed their sweats (thus preventing chills).
6. **Escorting and Heat Sheet Delivery to Finish Line** An Assistant Clerk should be responsible for escorting the athletes to the starting line and delivering the final heat sheets to the Finish Line Recorder.
7. **Competitors uniform.** Each competitors uniform shall consist of:
 - a. Shoes
 - b. Full length track jersey and track shorts issued by the school.
 1. Shorts may vary in length and style but must be the same color for all team members.
 2. Loose-fitting, boxer type shorts are permitted for boys and girls and closed leg briefs/shorts are acceptable for girls.
 3. The jersey shall not be knotted or have a knot like protrusion.
 4. Any visible shirt(s) worn under the jersey and other visible apparel worn under the shorts must be unadorned and of a single (and the same) color. Visible items worn under both the jersey and the shorts do not have to be the same color.