

## **CLERK OF THE COURSE (STARTERS ASSISTANT)      DUTIES AND TIPS**

IDEALLY THERE ARE 3 POSITIONS /DUTIES (IF THERE ARE LESS THAN THREE THEN ALL JOBS WILL NEED TO SHARED BY THE CREW AT HAND)

### **Duties**

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 pins rules
- 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 comp numbers, and are ready for the scheduled start of their event.
- 

### **Head Clerk of the Course / Starting Line Official / Starters Assistant 1**

- At coaches and officials meeting listen for track information re: heats to finals and advancement information
- Obtain start line package & equipment from meet convenor
- Separate heat sheets by event & gender,
- Meet with the starter, to review procedures and which instructions to be given by the starter and the clerk
- Obtain a walkie talkie to communicate with finish line officials and announcers
- 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
- Mark on your copy of the meet schedule:
  - Type of start for each race – lanes, alleys, or waterfall, and break-in point as applicable
  - Advancement procedures for the event

### **Check-in Clerk / Starters Assistant 2**

- Be aware of the progress of the meet vs. schedule; advise athletes of any schedule delays
- Maintain start line set of event/heat sheets
- Check-in or scratch runners on event sheets; communicate these to finish line or announcer as appropriate, record on your copy of the event sheet
- Inform runners of heat & lane assignments; time and place for report-in; effect of failure to report-in
- Check for competition numbers
- Check runners for compliance with uniform, shoe, spike length
- Have info and advise athletes on the location of: warm-up areas, restrooms, medic trainers, and awards desk
- Help the athletes and be cheerful.

### **Report-in Clerk / Starters Assistant 3**

- 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;
  - Instruct the competitors to remove sweats
  - Signal starters when all is ready
  - Return to marshalling area to address the next heat or event of athletes
- For Relays: check uniforms to match; check batons;  
Instruct briefly on exchange zones;(Instructions will be given by zone umpires)  
In the 4x400m Relay: assist in placing 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> runners in proper order on track

Note that the position called Clerk of the Course was changed to Starters Assistant in IAAF , Athletics Canada and Athletics Ontario rule books.

## **STARTING LINE OFFICIALS – ZONE CHAMPIONSHIPS**

**Under no circumstances should lane and heat assignments be changed without contacting the Convenor.**

**There should be no write-in athletes unless the athlete appears with a signed slip indicating such. Contact the Convenor if there appears to be a problem with the entries.**

**If there are scratches do not move athletes into empty lanes in events run in lanes.**

**Something MUST be recorded for every athlete. If the athlete did not show at all put DNS beside their name. Put a check mark beside their name if they showed. Put a DNS beside the check mark if they checked in but did not start. This could be an athlete who checked in and went to a field event and did not return. Remind athletes going to field events that track events take precedence and that they must show for their track event even if it means missing a round in a field event.**

**If the athlete shows and says they are scratching make them aware that they are ineligible to compete for the rest of the day if they do scratch. This includes relays. Include a note and SCR beside the athletes name if the athlete decides to do this.**

**Caution athletes involved in field events that they must check in at the field event and then return immediately to the track event to compete in it. If there is time they may have a field attempt before returning to the track event but they must not miss the track event, otherwise it is considered a no show and they are ineligible for the rest of the day. They may return to the field event when they have completed the track event but they enter at the round or height that the field event is at.**

**Indicate if an athlete started and did not finish with DNF. If disqualified enter DQ beside their name.**

**Keep your sheets in order if possible and return them periodically to the appropriate PERSON in the FINISH / RESULTS area. Sometimes we need to refer to them.**

**Remind Athletes that the top five (5) in each event at the ZONE MEET will advance to the SOSSA Championship. In the events that involve 2 semifinal heats the top 3 places and the next 2 times will advance to run in the final. Athletes should be attentive to announcements to determine if they have advanced to the final. Also they must run and finish without disqualification to qualify for advancement.**

**Thank you for your commitment and participation.**