

THE CLERK OF THE COURSE AND STAGING CLERK

Is responsible for recording the name and number of each competitor and shall assign each competitor to the proper heat and starting position, as approved by the games committee or meet director.

Is responsible for giving all necessary instructions concerning the rules governing the race and either the clerk, or the assistant starter, shall be at the starting mark before each race, announce the lane assignments and hold each competitor responsible for reporting promptly to the starting line, when the race is announced.

Adjustments in heat or lane assignments or in the number of heat qualifiers may be made by the clerk with the approval of the referee. In a race run in lanes, each ompetitor shall run in the lane drawn, unless the clerk moves the competitor to avoid use of a lane, which is because of unusual conditions, would unfairly handicap a competitor.

The clerk shall provide the head finish judge with a listing of changes in writing.

EVENT START AND CONCLUSION

1. A running event or heat begins, when the competitors report to the starting line, and is considered to be official, when places have been determined and results

RESPONSIBILITIES FOR CLERK OF COURSE / STAGING CLERK AND ASSISTANTS

1. Familiarize themselves with all starting and finish lines and exchange zones.
2. Give all necessary instructions concerning the rules governing the race, including the method of qualifying in preliminary and semi-final heats, places to be scored.
 - a.. The number of final competitors should be at least one (1) greater than the number of places to score.
 - b. For the 1st round of competition, runners with best times are placed in different heats a and preferred lanes.
 - c. When a race final is run in sections, the slower runners or relay teams shall be placed in first section with the faster runners in the last section.
3. Assign each competitor to the proper heat and starting position.
 - a. Contestants officials become competitors, when he/she reports to clerk of course.
 - b. A competitor shall not compete in more than four (4) events, including relays.
4. Have the competitors at the starting line promptly for the starter.
 - a. In relay events, no more than 6 athletes may be listed on a entry card, but only those, who actually participate, will be considered official entries.
5. Inspect or distribute batons in relay races, and collect batons from the anchor, unless assigned to an assistant..
6. Coordinate calls with the announcer, and make every effort to keep meet on schedule.
7. Check and enforce visible uniform apparel and shoe regulations.
 - a. The games committee may determine the length of spikes allowed on all-weather surfaces.
8. Inform all competitors of the type of stagger to be used in the race (i.e. waterfall; 1 turn; 2 turn, etc.)
9. Inform competitors of the necessity to remain in assigned lane at the conclusion of a race to aid finish line personnel in the timing and placing process.
10. Remind competitors the wearing of any items that may be prohibited by the games committee, such as jewelry, hats, baseball caps, bandannas, sunglasses, kerchiefs, costumes and adornments.