

CLERKING DUTIES 2026

A. Philosophy

1. You are there for the athletes and to keep everyone on a level playing field
2. Respect athletes' race routine – "Chatty Kathys" and silent ones
3. Be patient

B. Things to do before the meet.

1. Check contract
2. Get directions
3. Check track bag

C. Track Bag

1. Jackets, coats, sweatshirts
2. Rain wear
3. Extra socks (extra shoes in car)
4. Sunglasses
5. Sunblock
6. Plastic bags
7. Towels
8. Handwarmers
9. Extra clipboard
10. Tablet
11. Rules Books
12. Concussion Certificate
13. Soap and Hand Sanitizer

D. Check clerking materials

1. Clipboard – WeatherWriter
2. Highlighters, markers, pens, pencils, Scotch tape, rubber bands, paperclips
3. Pins, scissors, ponytail holders
4. Tape and markers for logos

E. At Meet

1. Arrive at least one hour before running events begin
2. Find out who will be working with – clerks, starters, referee
3. Collect clerking sheets, order of events
4. Check on procedures for the meet
5. Check track markings and exchange zones
6. Prepare clerking sheets and gather numbers if using them
7. Check how many runners will advance and the awards that will be given
8. Know where the trainers will be located
9. Important to keep the meet moving and on schedule
10. If more than one clerk, decide the duties for each clerk.

F. Meet the athletes

1. Show respect
2. Uniform inspection

- a Relay Teams uniforms must be the same.
3. Athletes can wear shirts and compression shorts under uniforms; those items do not have to match teammates in color and length.
 - a One logo per garment, waist band on shorts or compression shorts may be larger on the waist band
 - b Visible garment(s) under the uniform are not subject to logo or color restrictions that pertain to uniforms.
 - c Head covering for religious reasons is permitted. Any other head covering for medical purposes must be approved.
4. Hair control and accessories permitted, including prewrap
5. Check relay teams and cards (if using cards)
6. Inhalers and medical devices need a doctor's note
7. Give instructions for the event
8. In Cross Country, check the bib # and chips if using them
9. Assign boxes

G. Starting line

1. Take athletes to the starting line
2. Place them on the track
3. Turn them over to the starter
 - a. Report empty lanes

H. Clerking variations

1. Only clerk – checks in all athletes
2. Two clerks – one clerk checks girls and one checks boys
3. Three clerk rotation
 - a. Rotate every 3rd event
 - b. One check in clerk, two clerks place athletes and go over event instructions, place athletes on the track.
4. District and Regional – there will be specific instructions for tournaments.
5. Runners in field events – work with athletes in field events
 - a. Let them check in and give them instructions and let them return to the field event if have time before their running event starts. Make them responsible for being where they are supposed to be for their race.
 - b. Send other athletes from that school to retrieve them.
 - c. Relay team check in the runners present and check in the field event athletes later.
6. State clerks – 5 year rotation