



# *Potomac Valley Swimming* Administrative Official Clinic

Updated: April 2024



**POTOMAC VALLEY**  
SWIMMING

# Administrative Official Clinic

- Prerequisites to Begin Administrative Official Training (entry level position):
  - Age – 18 years or older
  - Register as a USA Swimming Official (not Parent) member in good standing (registration, athlete protection training, background check and concussion training)
- Required Before Certification
  - Complete the USA Swimming *Foundations of Officiating* course if new to USA Swimming
  - Complete an Administrative Official clinic
- Suggested Training prior to AO training
  - Computer Operator Training
  - Electronic Timing System Operator Training



# Training Materials Timing System Operator

[https://www.pvswim.org/official/training/TO\\_training.html](https://www.pvswim.org/official/training/TO_training.html)

A screenshot of a web browser displaying the Potomac Valley Swimming website. The browser's address bar shows the URL "pvsim.org/official/training/TO\_training.html". The website's header is dark blue with the Potomac Valley Swimming logo on the left and the text "POTOMAC VALLEY SWIMMING" on the right. Below the header is a navigation menu with links for "What's New", "Meets", "Times", "Safe Sport", "Athletes", "Parents", "Coaches", "Officials", "About Us", and "News". On the left side of the page, there is a vertical sidebar menu with a light blue background and a dark blue highlight under "Training Materials". The main content area on the right has a white background and is titled "Training Materials - Timing System Operator". Below the title is a list of links: "CTS-6 Self-Paced, Computer-Based Training", "Colorado Timing System Operator Training Manual (CTS-6)", "PVS Timing System Operator Training Slides", "PVS Set-Ups for the CTS-6 Timing System", "Configuring a Printer for the CTS-6", "CTS-6 User's Guide", "CTS-6 Helpful Hints", "CTS-6 Sport Loader Manual", "CTS-6 Training Videos", "Notes on Operating the Daktronics OmniSport 2000 Timing System", and "Daktronics OmniSport 2000 Timing System".



# Computer-Based Training Timing System Operator

[https://www.pvswim.org/official/training/Colorado\\_Timing\\_System\\_Training.pdf](https://www.pvswim.org/official/training/Colorado_Timing_System_Training.pdf)

## Colorado Timing System

Operator Training for Potomac Valley Swimming





# Training Materials Computer Operator

[https://www.pvswim.org/official/training/CO\\_training.html](https://www.pvswim.org/official/training/CO_training.html)

The screenshot shows a web browser window with the URL [https://www.pvswim.org/official/training/CO\\_training.html](https://www.pvswim.org/official/training/CO_training.html). The website header includes the Potomac Valley Swimming logo and a navigation menu with links for What's New, Meets, Times, Safe Sport, Athletes, Parents, Coaches, Officials, About Us, and News. A Facebook icon is also present. The main content area is titled "Training Materials - Computer Operator (Hy-Tek)". On the left, a sidebar menu lists various categories, with "Training Materials" highlighted. The main content area lists several training resources:

- [Hy-Tek Computer Operator Self-Paced, Computer-Based Training](#)
- [PVS Meet Manager 6 Training Manual](#)
- [PVS Hy-Tek Work Flow](#)
- [Hy-Tek Tips & Tricks](#)
- [PVS Meet Manager 5 Training Manual](#)
- [Hy-Tek Meet Manager 7 Users Manual](#)
- [Hy-Tek Meet Manager 6 Users Manual](#)
- [Hy-Tek Meet Manager 5 Users Manual](#)
- [Meet Manager 7.0 Demo Version \(Download\)](#)
- [Link to Hy-Tek Website](#)



# Computer-Based Training Computer Operator

[https://www.pvswim.org/official/training/Hy-Tek\\_Computer\\_Operator\\_Training.pdf](https://www.pvswim.org/official/training/Hy-Tek_Computer_Operator_Training.pdf)

Computer (Hy-Tek)

Operator Training for Potomac Valley Swimming







# Administrative Official Clinic Outline

- What is an Administrative Official (AO)
- Before the Meet
- During the Meet
- After the Meet
- Tips & Tricks
- Five Rules for Admin
- The AO Certification Process
- Questions

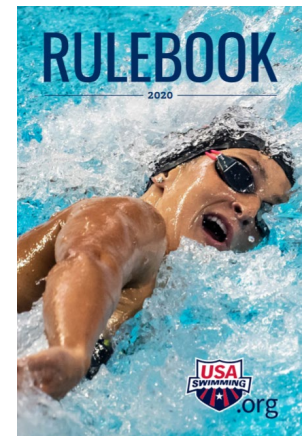


# Administrative Official

## 102.14 ADMINISTRATIVE OFFICIAL

.1 Shall be responsible to the Referee for the supervision of the following:

- A The entry and registration process
- B Clerk of Course
- C Timing Equipment Operator
- D Scoring personnel (Hy-Tek Operator)
- E Other administrative personnel







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# Administrative Official

## 102.14 ADMINISTRATIVE OFFICIAL

- .2 Shall be responsible to the Referee for:
  - A The accurate processing of entries and scratches.
  - B Accurate seeding of preliminary, semi-final and final heats.
  - C Determination and recording of official time.
    - (1) Receiving and reviewing the automatic and/or semi-automatic timing results from the Timing Equipment Operator and comparing primary timing results with the back-up timing results to determine their validity.
    - (2) Receiving the times recorded by the Head Lane Timers from the Chief Timer and the order of finish data from the Place Judges and using that data to the extent needed to determine the official time for each swimmer.
    - (3) Unless otherwise directed, notifying the Referee whenever a time obtained by the primary timing system cannot be used as the Official Time.
    - (4) Recording disqualifications approved by the Referee.
  - D Determination of the official results.
  - E Publication and posting of results and scores.
- .3 Shall perform other duties assigned by the Referee.



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# Administrative Official

- ***The Administrative Official must:***
  - Know the administrative rules of USA Swimming and LSC procedures
  - Ensure those rules are followed and that all swimmers have their results fairly and accurately recorded
  - Supervise the administrative aspects (“dry side”) of the swimming competition



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# Administrative Official

- ***The Administrative Official must:***
  - **Consult with the Meet Referee on specific duties and responsibilities for that meet**
  - **Work with the Meet Director to ensure smooth operation of that meet**
  - **Ensure that all the administrative positions of that meet are properly being fulfilled**



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# Administrative Official

- Although not recommended, the Administrative Official can also fill another “dry deck” position:
  - Computer Operator, Timing System Operator, Clerk of Course, Timing Judge, or Meet Director
- The Administrative Official **CANNOT** also fill a “wet deck” position (102.10.3):
  - This includes Meet Referee and Deck Referee
  - However, a Referee can also serve as AO as long as there is another Referee serving as Deck Referee



# Administrative Official

# BEFORE THE MEET



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# Meet Announcement

- ***The Meet Announcement:***
  - Provides the specific administrative procedures for that meet, such as:
    - swimmer eligibility
    - entry requirements
    - deadlines (positive check-in, scratch)
    - scoring & awards
  - Along with the LSC Policies & Procedures Manual and the USA Swimming Rule Book provides the administrative direction for the competition





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# Eligibility and Entries

- *Eligibility and Entry Process*
  - Specified in the Meet Announcement
  - Primarily the responsibility of the Meet Director (except for championship meets)
  - Are Deck Entries allowed?
  - LSC policy on swimmers with a disability



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# Registration Recon

- *Verify the status of all competitors*
- *Performed by designated LSC person*
  - Are they registered with USA Swimming?
  - Is their name/DOB/USA-S ID correct?
  - Are they entered with the proper team?
  - Have 18&O athletes completed Athlete Protection training?
  - Have Flex members already competed in 2 meets?



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# Deck Entries

- *Review the Procedures for Deck Entries (if allowed) with the Meet Director*
  - Deadlines and cost of deck entries
  - Deck entry forms
  - Accounting for the money (log?)
  - If the swimmer is already entered in the meet, ensure the deck entry is in compliance with the number of entries per day/per meet.
  - If the swimmer is not already entered in the meet, ensure that the swimmer is properly registered (team registration list, USA Swimming app) and make sure all the swimmer information is accurately entered in the database.



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# Exceptions Report

- ***Eligibility & Integrity Check***
  - Entered in too many events
  - Does not meet the time standard
  - Ages that are not correct
- ***Usually corrected by the Meet Director before the meet, but don't always assume that.***



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- Reports Labels Check for Updates Help
- Memorized Reports
- Administrative >
- Events
- Teams
- Athlete Rosters
- Sessions
- Records
- Time Standards
- Entry Lists
- Split Sheets
- Psych Sheets
- Meet Program
- Meet Check-in
- Lane/Timer Sheets
- Warm-up Sheet
- Results
- Scores
- Meet Summary
- Backup Button Statistics
- Exceptions Report**
- Record Forms
- Points Systems
- Results Conversions
- Medal Count
- Export/Import Files Report

# Exceptions Report

Exceptions Report

Select All De-Select All Preferences Create Report

Session List

Day	Start Time	Session #	Course	Session Title
✓ 1	05:40 PM	1	Y	Thursday GIRLS Distance
✓ 1	05:40 PM	1A	Y	Thursday BOYS Distance
✓ 2	08:30 AM	2	Y	Friday 11-14 GIRLS session
✓ 2	08:30 AM	2A	Y	Friday- 11-14 BOYS Session
✓ 2	01:30 PM	3	Y	Friday 10 & Under Prelims
✓ 2	06:00 PM	4	Y	Friday FINALS
✓ 3	08:30 AM	5	Y	Saturday 11-14 GIRLS Prelims
✓ 3	08:30 AM	5A	Y	Saturday 11-14 BOYS Prelims

Check 1 Std if Time Std Report

Tag	Time Stds
AAAA	<input type="checkbox"/>
AAA	<input type="checkbox"/>
AA	<input type="checkbox"/>
NCSA	<input type="checkbox"/>
NST	<input type="checkbox"/>

Each Team on a Separate Page  
 Include birth date  
 Include registration ID

Max Entries | Stds/Qual | Miscellaneous | Reg Ck / Proof of Time

Exceed Maximum Entries per Athlete  
 Max entries including relays : 14  
 Max individual entries : 6  
 Max relay entries : 8

Exceed Maximum Entries per Team per Event  
 Maximum entries per team :

Include \* Entries  
 Include Exhibition  
 Count Relay Alternates (5-8)

Exceed Maximum Bonus Entries per Athlete  
 Max Bonus entries :  Min qualified time entries :



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HY-TEK's MEET MANAGER 7.0 - 6/21/2020 Page 1

2020 PV 14&U Junior Olympic Championships - 3/12/2020 to 3/15/2020

**Exceptions Report - All Events**

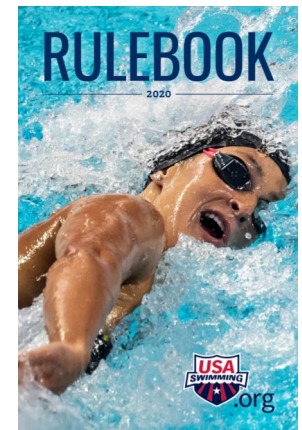
**Entry Max = 14, Individual Entry Max = 6, Relay Entry Max = 8**

Event	Seed
1 - Female - Age: 12 - RMSC-PV - ID#: - DOB:	
#17 Girls 11-12 50 Breaststroke	35.01
#51 Girls 11-12 100 IM	1:09.41
#57 Girls 11-12 100 Breaststroke	1:17.75
#63 Girls 11-12 50 Backstroke	32.32
#87 Girls 12 & Under 200 Breaststroke	2:51.43
#93 Girls 11-12 100 Backstroke	1:07.42
#99 Girls 11-12 50 Freestyle	28.28



# Timing Systems

## 102.23 – TIMING RULES







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# Timing Systems

- *Know what type of timing system is being used at the meet*
  - Automatic Timing
    - primary – touchpads, secondary – buttons, tertiary – watches
  - Semi-Automatic Timing
    - primary – two buttons per lane, secondary – watches
  - Manual Timing
    - primary – three watches per lane



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# Backup Times

## Why do we require backup times?

– 102.23.1D

**Backup Timing System Requirement** — Except when the primary system consists of watches, backup timing shall be provided for all competitors. No swimmer shall be required to re-swim a race due to equipment failure which results in unrecorded or inaccurate time or place. It is the Meet Director's responsibility to provide the proper timing systems so that swimmers can expect to achieve official times that will satisfy the requirements of 102.23.1C.



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# Automatic Timing

## Automatic Timing

This is the type of timing used at most of PVS meets. Timers are used to operate the required backup timing systems (semi-automatic and manual)

### Requirements

When Automatic Timing is used as the primary system, a minimum of one timer is required to operate both the secondary (button) and tertiary (stopwatch) backup systems.

### Guidelines

Having to operate a backup button, a watch, and handle the clipboard is too much to ask of a timer, particularly when doing dive-over starts with a 15 sec. heat interval. So, the recommendation is for two timers; one timer operates a stopwatch and button, the other timer operates a button and handles the clipboard.



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# Semi-Automatic Timing

## Semi-Automatic Timing

This type of timing uses an electronic timing system without touchpads. The primary timing system is buttons, with stopwatch backup.

### Requirements

When Semi-Automatic Timing is used as the primary system, a minimum of two buttons is required. Each must be operated by a separate timer. A backup consisting of at least one stopwatch is required.

### Guidelines

The recommendation is for two timers; one timer operates a stopwatch and button, the other timer operates a button and handles the clipboard.



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# Manual Timing

## Manual Timing

This type of timing uses stopwatches only.

### Requirements and Guidelines

When using Manual Timing, three stopwatches per lane are required, each operated by a separate timer.



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# Administrative Official

# DURING THE MEET

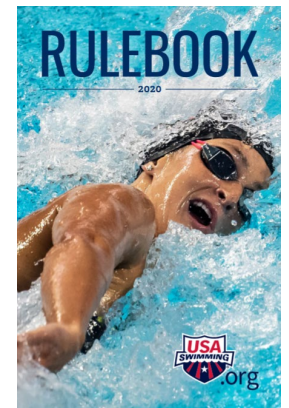




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# Seeding

## 102.5 – SEEDING, LANE ASSIGNMENTS, SWIM-OFFS, AND ORDER OF HEATS





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# Seeding

- ***Different Types of Seeding***
  - Timed Finals
    - Slow-to-fast or fast-to-slow
    - Non-conforming times seeded last
  - Prelims/Finals
    - Circle seeding for the fastest three heats (or 2 if 400 y/m or more)
  - Timed Finals with fastest heat(s) at finals
- ***Deck Seeding (positive check-in)***
  - Individual event check-in
  - Check-in by team



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# Check-In by Event

## Check-in Report

Session 1 Friday Distance - Day of Meet: 1 - Starts at 05:50 PM  
13-14 Event List - Girls

3

### Event 1 Girls 13&O 200 Back Finals - 10 Entries

1	Name	Age	Team
<u>LB</u>	Bloch, Laurence S	14	HOYA-PV
<u>KC</u>	Cotton, Kathryn L	13	OCCS-PV
<u>RR</u>	Foreman, Anise N	13	UNAT
<u>SCRATCH</u>	Hough, Kendall R	13	OCCS-PV
<u>lc</u>	Murphy, Briana E	14	MACH-PV
<u>AQ</u>	Queen, Alison C	13	MACH-PV
<u>ER</u>	Roesel, Erica C	13	SDS-PV
<del>---</del>	<del>Skowronski, Kristen T</del>	<del>13</del>	<del>UN MG PV</del>
<u>KS</u>	Sutherland, Kerry M	14	AAC-PV
<u>---</u>	Wysor, Rachel	14	AAC-PV



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# Check-In by Team

Potomac Valley Swimming - For Office Use Only License HY-TEK's MEET MANAGER 4.0 - 4/7/2013  
**2013 PV 15th Annual Spring Championships - 3/22/2013 to 3/24/2013**  
**Check-in Report**  
 Session 2 Saturday morning 11-12 year olds - Day of Meet: 2 - Starts at 07:50 AM  
 11-12 Event List - Girls - BW ST

Event 25 Girls 11-12 50 Back Finals - 4 Entries  
 Event 29 Girls 11-12 100 Fly Finals - 4 Entries  
 Event 35 Girls 11-12 50 Breast Finals - 4 Entries  
 Event 39 Girls 11-12 100 Free Finals - 4 Entries  
 Event 45 Girls 11-12 100 IM Finals - 3 Entries

Name	Age	Team	25	29	35	39	45
Dinh, Trang	12	BWST-PV		---		---	
Gordon, Alexandra J	11	BWST-PV	---				---
Herbstritt, Katie E	12	BWST-PV		---			
Holstein, Regan	11	BWST-PV			---		---
Hricik, Madison N	11	BWST-PV	---		---		---
Korotovskikh, Dana	11	BWST-PV			---		
Myers, Kristen	12	BWST-PV	---	---			
Smithers, Natalie R	11	BWST-PV		---	---		---
Vannell, Lauren S	11	BWST-PV	---			---	
Winklosky, Katie E	11	BWST-PV				---	



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# Seeding



- ***Key Points***

- When there are two or more heats in an event, there shall be a minimum of three swimmers seeded into any one preliminary heat, but subsequent scratches may reduce the number of swimmers in such heat to less than three (102.5.1E).
- The order of heats will be stated in the meet announcement. If not stated, the heats will be slow-to-fast (102.5.4 & 102.5.6).
- Seed the fastest swimmers in the middle of the pool (102.5.3)
  - 6-lane pool: 3-4-2-5-1-6
  - 8-lane pool: 4-5-3-6-2-7-1-8
  - 10-lane pool: 5-6-4-7-3-8-2-9-1-10



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# Seeding

- *Scenario*

- Timed finals
- 8-lane pool
- Seeding slowest-to-fastest
- 17 swimmers entered

- *Solution*

- 17 swimmers means three heats
- Slowest heat must have 3 swimmers
- Therefore, the next slowest heat has 6 swimmers
- Heat 2 seeding: 4-5-3-6-2-7





# Seeding

- *Poll Question Answer*

- 8-lane pool: 4-5-3-6-2-7-1-8
- Fastest Swimmer: A, Slowest Swimmer: Q

Lane	1	2	3	4	5	6	7	8
Heat 1			Q	O	P			
Heat 2		M	K	I	J	L	N	
Heat 3	G	E	C	A	B	D	F	H



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# Timing Judge

- ***Determining the official time is the most important job of the Administrative Official***
  - Rule 102.23 – Timing Rules
  - Understand the use of primary and backup timing systems
  - Understand how to apply the rules for using a backup time when you have determined a primary system malfunction
  - Order of Finish is another piece of information that can come in handy
  - The following slides will review some timing scenarios. Use common sense and consistent procedure to make the best timing judgment.
  - Don't get wrapped up in the procedures and make a good primary time into a bad time.



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# Timing Judge

- ***102.23.4A: Automatic Timing – When recorded by properly operating automatic equipment, the pad time shall be the official time.***
- ***You must prove the pad time is incorrect***
- ***Use button time, watch times and order of finish***
  - Talk to the timers: Was there timer error? Was there a late or soft touch?
  - How confident is the starter in the order of finish



# Timing Judge

- **102.23.4C/D/E**

- C Primary Timing System Malfunction** — A malfunction may have occurred if:
  - (1) The difference between the time obtained by the primary system and the back-up system(s) is approximately .30 second or greater; or
  - (2) The place judge(s) reports a different order of finish; or
  - (3) It is reported the swimmer missed the touchpad or had a soft touch.
- D Adjustment for Malfunction on a Lane** — When a malfunction is confirmed on a lane, the back-up times for that lane shall be calculated in accordance with 102.23.4B and integrated with the accurate primary times in establishing the official time and determining the results.
- E Adjustment for Malfunction Equally Affecting an Entire Heat** — When, because of an early or late start, or other equipment or operator malfunction, the time of the automatic or semi-automatic primary timing system is equally incorrect for all the lanes in a heat, but the order of finish and thus the absolute difference of time between the swim-



# Timing Judge

- **102.23.4B**

**B Semi-Automatic and Manual Timing** — Whenever semi-automatic or manual timing is used, only valid times shall be used in calculating the official time. The times shall be determined as follows:

- (1) If two of the three valid button or watch times agree, that shall be the time for that timing system.
- (2) If three valid buttons or watches disagree, the time of the intermediate button or watch shall be the time for that timing system.
- (3) If only two valid button or watch times are available, the time shall be the average of those two buttons or the average of the two watch times. The digits representing thousandths of a second shall be dropped with no rounding.
- (4) If only one button or watch time is available, the time of that button or watch shall be the time for that timing system unless that time conflicts with other information. If such a conflict exists, the Administrative Official shall gather as much data as possible and determine the time.



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# Timing Judge

## • USA Swimming Guidelines

### Quick Guide to the USA Swimming Timing Adjustment Rule Change as of May 1, 2016

The new USA Swimming rule change in 102.24.48 involving a possible Lane Malfunction in the electronic timing system eliminates the need for complicated calculations by the Administrative Referee, Administrative Official, or Scoring Operator. However, due diligence to provide the swimmer with the most accurate time available is still of paramount importance. These considerations should be followed:

- Is the primary time invalid?
- Is the use of the backup time appropriate?
- Should a button or watch backup time be used, and which is the most accurate?
- When there is a **HELP MALFUNCTION** the differential calculations as required in 102.24.4E are still appropriate.
- Remember:

#### PROVE THE PAD TIME IS INCORRECT!

USA Swimming Rule 102.24.4A: Automatic Timing – When recorded by properly operating automatic equipment, the pad time shall be the official time. To do this, the Admin Official must

#### INVESTIGATE

##### Evidence Needed:

- Button and Watch Times **AND** Order(s) of Finish (OOF)

##### Ask Questions:

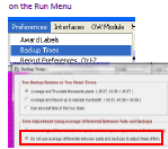
- Timers: Accurate buttons and watches; swimmer soft or missed pad touch
- OOF Judges: Accurate order
- Both: Anything peculiar about this situation

##### What is your proof the pad time is not accurate?

- What is the watch time? Does the watch time support the pad or the button? Was the same Timer using both the watch and out/in in consideration, therefore it's likely both times will agree?
- What is the order of finish? Does it support the pad or button times?
- Are there two watches/buttons? Was there a separate Timer operating each watch and button (two people – remember USA Rule 102.17.3)? Are you confident in the Timers?
- Did the Timer report a late or soft touch that would have prevented the pad from getting an official time?

First, make sure the meet is set up to follow USA Swimming/FINA timing rules.

#### MM 5.0 & MM 5.0 Preferences on the Run Menu



#### MM 6.0 on the Setup Screen



TouchPad on the Enter Results screen select Timer Adjustment Rules Preference for FINA rules



Next, consider the different types of times being received and which ones are most accurate for each swimmer.

Lane	Start Time	Finish Time	OS	Do (Stroke)	Stroke 1	Stroke 2	Stroke 3	Stroke 4	Stroke 5	Stroke 6	Stroke 7	Stroke 8	Stroke 9	Stroke 10	Stroke 11	Stroke 12	Stroke 13	Stroke 14	Stroke 15	Stroke 16	Stroke 17	Stroke 18	Stroke 19	Stroke 20	
1	1:02:22																								
2	1:02:22																								
3	1:02:22	1:02:22	1	1	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
4	1:02:22	1:02:22	2	2	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
5	1:02:22	1:02:22	3	3	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
6	1:02:22	1:02:22	4	4	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
7	1:02:22	1:02:22	5	5	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
8	1:02:22	1:02:22	6	6	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
9	1:02:22	1:02:22	7	7	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
10	1:02:22	1:02:22	8	8	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
11	1:02:22	1:02:22	9	9	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
12	1:02:22	1:02:22	10	10	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
13	1:02:22	1:02:22	11	11	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
14	1:02:22	1:02:22	12	12	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
15	1:02:22	1:02:22	13	13	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
16	1:02:22	1:02:22	14	14	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
17	1:02:22	1:02:22	15	15	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
18	1:02:22	1:02:22	16	16	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
19	1:02:22	1:02:22	17	17	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
20	1:02:22	1:02:22	18	18	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
21	1:02:22	1:02:22	19	19	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22
22	1:02:22	1:02:22	20	20	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22	1:02:22

In each of these scenarios the pad time is missing or perhaps deemed inaccurate. Using the Timing Adjustment Rules\* effective May 1, 2016 this is how to solve the missing pad times for the following lanes:

Lane 1: Two of the three buttons agree (1:04:04). That shall be the official time 102.24.48(1)

Lane 2: Verify the lane was empty and warrants a No Show

Lanes 3 & 7: There were no reasons to suspect a pad malfunction in these lanes; therefore the pad time is official

Lane 4: Only two valid button times are available, thus the official time shall be 1:01:56, which is the average of the two buttons. 102.24.48(3)

Lane 5: Backup Button 2 supports the pad time, so does the Order of Finish. Two of the three Timers omitted operational errors. The pad time was ruled as the official time.

Lane 6: Three backup buttons disagree; therefore the valid time will be 1:02:36, which is the middle of the three buttons. 102.24.48(2)

Lane 8: Only one backup button time is available. That time is supported by Order of Finish and became the official time for that lane. 102.24.48(4)

\*Watch time(s) can be used in place of button and pad times as a swimmer's official time when both the button and pad are deemed inaccurate or are missing. Thorough investigation using Timer and OOF information must prove a watch time to be accurate before inserting the watch time into the computer scoring system.

Use the Calc Screen in each of the scoring software programs to automatically make the adjustments. Uncheck the lanes that DO NOT require adjustment from the pad time.

If the button(s), watch(es) and/or OOF support the pad time there is nothing more that needs to be done, other than clearing the "P" in the AdjStat column in MM 5.0 and MM 6.0\*

\*\* Click on the "P" and it will automatically change to a "N" for OK – you have verified the primary time for that lane is now accurate.

[https://www.pvswim.org/official/training/Timing\\_Adjustment\\_Reference\\_Guide\\_as\\_of\\_May%202016\(v1\).pdf](https://www.pvswim.org/official/training/Timing_Adjustment_Reference_Guide_as_of_May%202016(v1).pdf)





**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

## Race Number

Each start of the Timing System generates a Race Number regardless of whether swimming is taking place. Accordingly, each heat is represented by a Race Number that is independent of the Event and Heat Number.





**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

## Getting the times from the Timing System:

Get Times : F3

Asks the Timing System for Event X, Heat Y

## If that doesn't work,

(e.g. the Timing System was on the wrong event/heat or multiple heats were combined)

Race # : F2

Asks the Timing System for Race # Z  
(get the Race # from Timing System Operator)

**Make sure you are getting the correct times**



**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

## “Get Times” Myths – All False

- *You must use “Race #” for the first heat of a session*
- *You must use “Race #” if you pull the heats out of sequence (e.g. Heat 1 → Heat 3 → Heat 2)*
- *You must use “Race #” if you have to re-pull a heat from the timing system*



**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

These times look reasonable, right?

(Semi-Automatic Timing average of two buttons)

Heat 2 of 7 == Finals == Event 28 Boys 10 and Under 50 LC Meter Backstroke

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
NT	48.47	<input type="checkbox"/>	<input type="checkbox"/>					3	22	
NT	46.78	<input type="checkbox"/>	<input type="checkbox"/>					2	19	
NT	44.11	<input type="checkbox"/>	<input type="checkbox"/>					1	9	
NT	53.15	<input type="checkbox"/>	<input type="checkbox"/>					5	32	
NT	57.00	<input type="checkbox"/>	<input type="checkbox"/>					6	37	
NT	51.72	<input type="checkbox"/>	<input type="checkbox"/>					4	27	
		<input type="checkbox"/>	<input type="checkbox"/>							

**Wrong!**



POTOMAC VALLEY  
SWIMMING

# Timing Judge

- *The following scenarios assume that touchpads are the primary timing system, two buttons are the secondary system, and at least one stopwatch is the tertiary system (**automatic timing**)*
- *Later we will look at some scenarios for when two buttons are the primary timing system (**semi-automatic timing**)*



**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

Prior to the first session, make sure the meet is set up to follow the USA Swimming/World Aquatics timing rules

Meet Manager versions 6.0, 7.0, and 8.0 (Set-up -> Meet Set-up)

## Time Adjustment Method

- FINA rules
- USA Swimming rules prior to 1 May 2016



# Timing Judge

- *Primary times supported by two backup buttons*
  - This is what is supposed to happen!

Heat 3 of 3 == Finals == Event 9 Girls 9-10 100 Yard Butterfly									
Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL
1:47.31	1:48.13	<input type="checkbox"/>	<input type="checkbox"/>		1:48.10	1:47.96		10	17
1:42.66	1:32.97	<input type="checkbox"/>	<input type="checkbox"/>		1:33.10	1:33.00		5	8
1:38.49	1:42.66	<input type="checkbox"/>	<input type="checkbox"/>		1:42.67	1:42.66		7	13
1:33.06	1:30.15	<input type="checkbox"/>	<input type="checkbox"/>		1:30.18	1:30.12		3	4
1:31.74	1:22.06	<input type="checkbox"/>	<input type="checkbox"/>		1:22.09	1:22.00		1	1
1:32.98	1:27.73	<input type="checkbox"/>	<input type="checkbox"/>		1:27.85	1:27.86		2	3
1:37.62	1:32.44	<input type="checkbox"/>	<input type="checkbox"/>		1:32.37	1:32.37		4	7
1:39.27	1:38.69	<input type="checkbox"/>	<input type="checkbox"/>		1:38.58	1:38.73		6	11
1:45.41	1:46.40	<input type="checkbox"/>	<input type="checkbox"/>		1:46.40	1:46.41		9	16
1:49.44	1:43.96	<input type="checkbox"/>	<input type="checkbox"/>		1:43.94	1:43.99		8	15



# Timing Judge

- *Primary time supported by one backup button*
  - Usually a valid time
  - May need to verify watch time and/or order of finish

Heat 1 of 8 == Finals == Event 1 Girls 12 and Under 500 Yard Freestyle										
Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	I
6:16.41	5:55.46	<input type="checkbox"/>	<input type="checkbox"/>		5:55.46			2	2	
6:14.87	6:06.68	<input type="checkbox"/>	<input type="checkbox"/>		6:06.57			5	6	
6:11.57	6:05.43	<input type="checkbox"/>	<input type="checkbox"/>		6:05.46	6:05.38		3	3	
6:06.44	6:08.19	<input type="checkbox"/>	<input type="checkbox"/>		6:08.19	6:08.13		6	8	
6:05.52	6:05.53	<input type="checkbox"/>	<input type="checkbox"/>		6:05.71	6:05.42		4	4	
6:06.36	5:54.55	<input type="checkbox"/>	<input type="checkbox"/>		5:54.66	5:54.51		1	1	
6:06.55	6:08.65	<input type="checkbox"/>	<input type="checkbox"/>		6:08.63			7	9	
6:13.18	6:11.59	<input type="checkbox"/>	<input type="checkbox"/>		6:11.57			8	11	
6:15.80	6:12.52	<input type="checkbox"/>	<input type="checkbox"/>		6:12.49	6:12.30		9	12	
6:16.70	6:13.57	<input type="checkbox"/>	<input type="checkbox"/>		6:13.54	6:13.68		10	13	





# Timing Judge



- *Backup buttons disagree. One supports primary time.*
  - Usually a valid time
  - May need to verify watch time and/or order of finish
  - DO NOT delete the bad button time

**Heat 1 of 10 == Finals == Event 8 Boys 9-10 50 Yard Backstroke**

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
NT	51.84	<input type="checkbox"/>	<input type="checkbox"/>		47.75	51.78		6	74	9
NT	45.39	<input type="checkbox"/>	<input type="checkbox"/>		45.30	45.16		3	46	
NT	40.54	<input type="checkbox"/>	<input type="checkbox"/>		40.48	40.58		1	15	
NT	57.76	<input type="checkbox"/>	<input type="checkbox"/>		57.72	57.60		8	80	
NT	57.44	<input type="checkbox"/>	<input type="checkbox"/>		57.36	57.33		7	79	
NT	46.61	<input type="checkbox"/>	<input type="checkbox"/>		46.52	46.43		4	58	
NT	49.20	<input type="checkbox"/>	<input type="checkbox"/>		49.12	49.08		5	69	
NT	44.80	<input type="checkbox"/>	<input type="checkbox"/>		44.68	44.72		2	40	



# Timing Judge

- *No backup buttons*

- Need to verify with watch time and/or order of finish
- If pad is not verified by the watch and OOF, DO NOT enter the watch time(s) into the button fields. Enter the watch time as the Finals Time

**Heat 2 of 8 == Finals == Event 1 Girls 12 and Under 500 Yard Freestyle**

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	
6:33.27	6:20.93	<input type="checkbox"/>	<input type="checkbox"/>		6:20.79	6:20.92		5	21		
6:30.90	6:36.88	<input type="checkbox"/>	<input type="checkbox"/>		6:36.97	6:36.89		9	39		
6:29.01	6:11.58	<input type="checkbox"/>	<input type="checkbox"/>		6:11.54	6:11.59		2	10		
6:28.12	6:25.57	<input type="checkbox"/>	<input type="checkbox"/>		6:25.58	6:25.56		8	26		
6:22.82	6:07.97	<input type="checkbox"/>	<input type="checkbox"/>					1	7		b
6:26.49	6:19.09	<input type="checkbox"/>	<input type="checkbox"/>		6:19.02	6:19.00		4	20		
6:28.94	6:25.01	<input type="checkbox"/>	<input type="checkbox"/>		6:24.80			7	25		
6:29.46	6:16.48	<input type="checkbox"/>	<input type="checkbox"/>		6:16.24	6:16.40		3	15		
		<input type="checkbox"/>	<input type="checkbox"/>								
6:34.67	6:22.57	<input type="checkbox"/>	<input type="checkbox"/>		6:22.49	6:22.53		6	23		



# Timing Judge



- *Lane malfunction (late pad). Backup buttons agree*
  - May need to verify with watch time and/or order of finish
  - Use the average of the buttons

Heat 4 of 11 == Finals == Event 9 Girls 12 and Under 50 LC Meter Breaststroke												
	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
V	52.99	NS	<input type="checkbox"/>	<input type="checkbox"/>								
	52.51	47.77	<input type="checkbox"/>	<input type="checkbox"/>			47.74	47.72	2	23		
	51.26	48.13	<input type="checkbox"/>	<input type="checkbox"/>			48.14	48.12	3	26		
V	51.22	45.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	70 F		44.89	44.94				
	51.25	NS	<input type="checkbox"/>	<input type="checkbox"/>								
V	52.28	NS	<input type="checkbox"/>	<input type="checkbox"/>								
	52.59	54.10	<input type="checkbox"/>	<input type="checkbox"/>			51.31	51.27	4	47		? y
	53.27	48.77	<input type="checkbox"/>	<input type="checkbox"/>			48.81	48.78	1	20		



**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

Calc : Ctrl-K



Time Adjustment - #9 Girls 12 & Under 50 LC Meter Breaststroke - Heat 4

Create Report

Show Heat Malfunction

Lane Adjustment Using Backup Times									
Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference		Adjusted
<input checked="" type="checkbox"/>	1	NS					0		NS
<input checked="" type="checkbox"/>	2	47.77		47.74	47.72	47.73	0.04		47.77
<input checked="" type="checkbox"/>	3	48.13		48.14	48.12	48.13	0.00		48.13
<input checked="" type="checkbox"/>	4	45.03		44.89	44.94	44.91	0.12		45.03
<input checked="" type="checkbox"/>	5	NS					0		NS
<input checked="" type="checkbox"/>	6	NS					0		NS
<input checked="" type="checkbox"/>	7	54.10		51.31	51.27	51.29	2.81	y	51.29
<input checked="" type="checkbox"/>	8	46.71		46.61	46.78	46.69	0.02		46.71

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.  
Yellow = Calculated backup time is more than .30 faster than the pad time.  
Blue = Calculated backup time is more than .30 slower than the pad time.  
Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.  
Dark Pink for any backup time means it is more than .30 from the pad time.

**Preference is set to NOT use Pad and Backup Differentials to adjust times.**

Accept Adjusted      Reject Adjusted



# Timing Judge



- *Lane malfunction (early pad). Backup buttons agree*
  - May need to verify with watch time and/or order of finish
  - Use the average of the buttons

**Heat 3 of 8 == Preliminaries == Event 33 Girls 11-12 200 Yard IM**

Seed Time	Prelims Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	AdjStat	
2:31.62	2:27.16	<input type="checkbox"/>	<input type="checkbox"/>		2:27.08	2:27.15		2	30		
2:31.47	2:30.21	<input type="checkbox"/>	<input type="checkbox"/>		2:30.15	2:30.05		4	42		
2:31.26	2:00.67	<input type="checkbox"/>	<input type="checkbox"/>		2:33.79	2:33.79		1	1	?	b
2:31.00	2:33.33	<input type="checkbox"/>	<input type="checkbox"/>		2:33.29	2:33.34		7	35		
2:31.19	2:29.63	<input type="checkbox"/>	<input type="checkbox"/>		2:29.55	2:29.55		3	41		
2:31.46	2:38.97	<input type="checkbox"/>	<input type="checkbox"/>		2:38.94	2:38.91		8	61		
2:31.56	2:32.42	<input type="checkbox"/>	<input type="checkbox"/>		2:32.34	2:32.38		6	53		
2:31.91	2:32.32	<input type="checkbox"/>	<input type="checkbox"/>		2:32.32	2:32.20		5	52		



**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

- Check the “use” box for the lane with the early pad

Time Adjustment - #33 Girls 11-12 200 Yard IM - Heat 3

Create Report

Show Heat Malfunction

**Lane Adjustment Using Backup Times**

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference	Adjusted
<input type="checkbox"/>	1	2:27.16	2:27.08	2:27.15			0	2:27.16
<input type="checkbox"/>	2	2:30.21	2:30.15	2:30.05			0	2:30.21
<input checked="" type="checkbox"/>	3	2:00.67	2:33.79	2:33.79		2:33.79	-33.12	2:33.79
<input type="checkbox"/>	4	2:33.35	2:33.29	2:33.34			0	2:33.35
<input type="checkbox"/>	5	2:29.63	2:29.55	2:29.55			0	2:29.63
<input type="checkbox"/>	6	2:38.97	2:38.94	2:38.91			0	2:38.97
<input type="checkbox"/>	7	2:32.42	2:32.34	2:32.38			0	2:32.42
<input type="checkbox"/>	8	2:32.32	2:32.32	2:32.20			0	2:32.32

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.  
Yellow = Calculated backup time is more than .30 faster than the pad time.  
Blue = Calculated backup time is more than .30 slower than the pad time.  
Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.  
Dark Pink for any backup time means it is more than .30 from the pad time.

**Preference is set to NOT use Pad and Backup Differentials to adjust times.**

Accept Adjusted      Reject Adjusted



**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

- You can fill in any missing splits

Cumulative S				
Lane	50	100	150	200
1	31.98	1:09.97	1:53.78	2:27.16
2	33.39	1:10.12	1:55.20	2:30.21
3	33.02	1:13.04		2:33.79
4	33.00	1:12.04	1:59.42	2:33.35
5	30.89	1:07.81	1:55.55	2:29.63
6	32.36	1:12.32	2:01.45	2:38.97
7	32.36	1:10.53	1:58.06	2:32.42
8	33.01	1:14.55	1:59.82	2:32.32



Cumulative Splits					
Lane	50	100	150	200	
1	31.98	1:09.97	1:53.78	2:27.16	
2	33.39	1:10.12	1:55.20	2:30.21	
3	33.02	1:13.04	2:00.67	2:33.79	
4	33.00	1:12.04	1:59.42	2:33.35	
5	30.89	1:07.81	1:55.55	2:29.63	
6	32.36	1:12.32	2:01.45	2:38.97	
7	32.36	1:10.53	1:58.06	2:32.42	
8	33.01	1:14.55	1:59.82	2:32.32	





# Timing Judge

- ***No pad time. Backup buttons agree***
  - May need to verify with watch time and/or order of finish
  - Use average of the button times

## Heat 5 of 14 == Finals == Event 11 Girls 9-10 50 Yard Breaststroke

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	
58.16	56.84	<input type="checkbox"/>	<input type="checkbox"/>		56.79	56.79		6	97		
57.43	50.68	<input type="checkbox"/>	<input type="checkbox"/>		50.61	50.56		1	49		
57.02	55.41	<input type="checkbox"/>	<input type="checkbox"/>		55.30	55.37		4	91		
56.58		<input type="checkbox"/>	<input type="checkbox"/>		56.61	56.61					y
56.23	51.18	<input type="checkbox"/>	<input type="checkbox"/>		51.24	51.17		2	56		
56.32	52.81	<input type="checkbox"/>	<input type="checkbox"/>		52.83	52.70		3	72		
56.87	NS	<input type="checkbox"/>	<input type="checkbox"/>								
57.31	57.46	<input type="checkbox"/>	<input type="checkbox"/>		57.37	57.27		7	100		
57.99	55.95	<input type="checkbox"/>	<input type="checkbox"/>		55.91	55.95		5	95		
58.65	NS	<input type="checkbox"/>	<input type="checkbox"/>								



# Timing Judge

- ***No pad time. One backup button***

- MUST verify with watch time and/or order of finish
- Use the button time (or the watch time) if it is confirmed

**Heat 8 of 14 == Finals == Event 11 Girls 9-10 50 Yard Breaststroke**

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
53.19	53.05	<input type="checkbox"/>	<input type="checkbox"/>		53.03	52.93		7	74	
52.94	53.43	<input type="checkbox"/>	<input type="checkbox"/>		53.34	53.27		8	77	
52.82	51.81	<input type="checkbox"/>	<input type="checkbox"/>		51.74	51.68		4	63	
52.73	51.51	<input type="checkbox"/>	<input type="checkbox"/>		51.46	51.34		3	60	
52.38	NS	<input type="checkbox"/>	<input type="checkbox"/>							
52.66	48.26	<input type="checkbox"/>	<input type="checkbox"/>		48.29	48.32		1	34	
52.80	52.04	<input type="checkbox"/>	<input type="checkbox"/>		51.97	51.95		5	65	
52.94	50.95	<input type="checkbox"/>	<input type="checkbox"/>		50.89	50.88		2	51	
53.14		<input type="checkbox"/>	<input type="checkbox"/>		53.19					y
53.19	52.74	<input type="checkbox"/>	<input type="checkbox"/>		52.68	52.66		6	71	



**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

- *Heat Malfunction*

- The Timing System Operator had to manually start the system

Heat 1 of 14 == Preliminaries == Event 6 Men 100 Yard Breaststroke										
Seed Time	Prelims Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	AdjSt
1:03.26	1:02.10	<input type="checkbox"/>	<input type="checkbox"/>		1:02.06	1:02.09		4	72	
1:03.10	1:05.59	<input type="checkbox"/>	<input type="checkbox"/>		1:05.59	1:05.55		7	96	
1:03.00	1:06.06	<input type="checkbox"/>	<input type="checkbox"/>		1:06.02	1:06.04		8	97	
1:02.95	1:04.55	<input type="checkbox"/>	<input type="checkbox"/>		1:04.60		1:04.56	6	95	
1:02.98	1:03.80	<input type="checkbox"/>	<input type="checkbox"/>		1:03.75	1:03.77		5	91	
1:03.03	1:01.43	<input type="checkbox"/>	<input type="checkbox"/>		1:01.25	1:01.36		1	57	
1:03.11	1:01.60	<input type="checkbox"/>	<input type="checkbox"/>		1:01.44	1:01.54		3	61	
59.95	1:01.55	<input type="checkbox"/>	<input type="checkbox"/>		1:01.68	1:01.48		2	60	

## Watch Times:

- 1 - 1:03.40
- 2 - 1:06.81
- 3 - 1:07.38
- 4 - 1:05.90
- 5 - 1:05.11
- 6 - 1:02.73
- 7 - 1:02.85
- 8 - 1:02.81



**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

Time Adjustment - #6 Men 100 Yard Breaststroke Senior Champs - Heat 1

Create Report

Show Heat Malfunction

Lane Adjustment Using Backup Times											
Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference		Adjusted	Adjusted HPL	Adjusted PL
<input checked="" type="checkbox"/>	1	1:02.10	1:02.06	1:02.09		1:02.07	0.03		1:02.10	4	72
<input checked="" type="checkbox"/>	2	1:05.59	1:05.59	1:05.55		1:05.57	0.02		1:05.59	7	96
<input checked="" type="checkbox"/>	3	1:06.06	1:06.02	1:06.04		1:06.03	0.03		1:06.06	8	97
<input checked="" type="checkbox"/>	4	1:04.55	1:04.60		1:04.56	1:04.58	-0.03		1:04.55	6	95
<input checked="" type="checkbox"/>	5	1:03.80	1:03.75	1:03.77		1:03.76	0.04		1:03.80	5	91
<input checked="" type="checkbox"/>	6	1:01.43	1:01.25	1:01.36		1:01.30	0.13		1:01.43	1	57
<input checked="" type="checkbox"/>	7	1:01.60	1:01.44	1:01.54		1:01.49	0.11		1:01.60	3	61
<input checked="" type="checkbox"/>	8	1:01.55	1:01.68	1:01.48		1:01.58	-0.03		1:01.55	2	60

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.  
Yellow = Calculated backup time is more than .30 faster than the pad time.  
Blue = Calculated backup time is more than .30 slower than the pad time.  
Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.  
Dark Pink for any backup time means it is more than .30 from the pad time.

Preference is set to NOT use Pad and Backup Differentials to adjust times.



**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

Time Adjustment - #6 Men 100 Yard Breaststroke Senior Champs - Heat 1

Create Report

Show Heat Malfunction

Heat Adjustment Using Watch Times								
Use	Lane	Primary	Watch	Difference	Adjusted	Adjusted HPL	Adjusted PL	
<input type="checkbox"/>	1	1:02.10		0	1:02.10	4	72	
<input type="checkbox"/>	2	1:05.59		0	1:05.59	7	96	
<input type="checkbox"/>	3	1:06.06		0	1:06.06	8	97	
<input type="checkbox"/>	4	1:04.55		0	1:04.55	6	95	
<input type="checkbox"/>	5	1:03.80		0	1:03.80	5	91	
<input type="checkbox"/>	6	1:01.43		0	1:01.43	1	57	
<input type="checkbox"/>	7	1:01.60		0	1:01.60	3	61	
<input type="checkbox"/>	8	1:01.55		0	1:01.55	2	60	

If there is a late manual start, calculate the average difference between the pads and the watch times of all lanes. Add this difference to the late start pad time of each lane.  
Key in the watch times to make the adjustment or to just see the average differential.

**Pad and Watch Differentials: Total = 0 and Average = 0**



# Timing Judge

Time Adjustment - #6 Men 100 Yard Breaststroke Senior Champs - Heat 1

Create Report

Show Heat Malfunction

Heat Adjustment Using Watch Times									
Use	Lane	Primary	Watch	Difference	Adjusted	Adjusted HPL	Adjusted PL		
<input checked="" type="checkbox"/>	1	1:02.10	1:03.40	1.30	1:03.38	4	72		
<input checked="" type="checkbox"/>	2	1:05.59	1:06.81	1.22	1:06.87	7	96		
<input checked="" type="checkbox"/>	3	1:06.06	1:07.38	1.32	1:07.34	8	97		
<input checked="" type="checkbox"/>	4	1:04.55	1:05.90	1.35	1:05.83	6	95		
<input checked="" type="checkbox"/>	5	1:03.80	1:05.11	1.31	1:05.08	5	91		
<input checked="" type="checkbox"/>	6	1:01.43	1:02.73	1.30	1:02.71	1	57		
<input checked="" type="checkbox"/>	7	1:01.60	1:02.85	1.25	1:02.88	3	61		
<input checked="" type="checkbox"/>	8	1:01.55	1:02.81	1.26	1:02.83	2	60		

If there is a late manual start, calculate the average difference between the pads and the watch times of all lanes. Add this difference to the late start pad time of each lane.  
Key in the watch times to make the adjustment or to just see the average differential.

**Pad and Watch Differentials: Total = 10.31 and Average = 1.28**



**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

Acept Adjusted



HY-TEK's MEET MANAGER

By Accepting Adjusted for this Heat Malfunction,  
the pad times, the backup times, AND the splits will be adjusted by 1.28  
seconds.

Continue ?

Yes

No





POTOMAC VALLEY  
SWIMMING

# Timing Judge

Time Adjustment - #4 Men 200 Yard Freestyle Senior Champs - Heat 1

Create Report

Show Heat Malfunction

Heat Adjustment Using Watch Times								
Use	Lane	Primary	Watch	Difference	Adjusted	Adjusted HPL	Adjusted PL	
<input checked="" type="checkbox"/>	1	1:47.22	1:52.75	5.53	1:53.26	6	22	
<input checked="" type="checkbox"/>	2	1:46.37	1:51.80	5.43	1:52.41	4	20	
<input type="checkbox"/>	3	NS		0	NS		0	
<input checked="" type="checkbox"/>	4	1:46.10	1:51.72	5.62	1:52.14	2	18	
<input checked="" type="checkbox"/>	5	1:47.20	1:52.70	5.50	1:53.24	5	21	
<input checked="" type="checkbox"/>	6	1:45.93	1:51.50	5.57	1:51.97	1	17	
<input checked="" type="checkbox"/>	7	1:46.34	1:52.02	5.68	1:52.38	3	19	
<input checked="" type="checkbox"/>	8	1:50.69	1:59.65	8.96	1:56.73	7	23	

**Uncheck** →

If there is a late manual start, calculate the average difference between the pads and the watch times of all lanes. Add this difference to the late start pad time of each lane.  
Key in the watch times to make the adjustment or to just see the average differential.

**Pad and Watch Differentials: Total = 42.29 and Average = 6.04**

If one of the pad-watch differences doesn't match the others, uncheck "Use" or perform Lane Malfunction before doing this calculation



**POTOMAC VALLEY**  
SWIMMING

# Timing Judge

- ***No pad time. No backup buttons. No backup stopwatch time.***
- Get order of finish to know where the swimmer places in the heat
- Use any time you can get!
  - For example, a coach's time
- **No swimmer shall be required to re-swim a race due to equipment failure which results in unrecorded or inaccurate time or place (102.23.1D).**



**POTOMAC VALLEY**  
**SWIMMING**

# Timing Judge

- *Whenever you use a backup time*
  - Document what you did for the file
  - The easiest way is to write it on the timing system printout or the Calc printout
  - Include the watch times, order of finish, and any other information you used to determine the time (include the final time)
  - Anyone looking at the paperwork later should be able to tell what you did and why you did it



# Timing System (CTS-6) Printout

```

===== Race 0021
===== Saturday 02-15-08 2:36.57 pm
-----< Lane Number
: :-----< Lengths
: : :-----< Time
4) 02 29.92    5) 02 30.80    6) 02 33.00    7) 02 33.30    2) 02 34.08
8) 02 34.85    1) 02 35.05    1) EARLY .51   3) 02 35.27    4) 04 1:04.94
5) 04 1:07.65  7) 04 1:09.68  6) 04 1:10.07  2) 04 1:12.48  1) 04 1:13.73
3) 04 1:13.94  8) 04 1:14.91

Button      Lane 1      Lane 2      Lane 3      Lane 4      Lane 5      Lane 6      Lane 7      Lane 8
Button      34.54  1:12.50    1:13.29    1:04.86    1:07.73    1:10.16    1:09.92    1:14.84
Button      1:13.78    1:12.43    1:13.25    1:04.90    1:07.78    1:10.04    1:09.93
BACKUP      54.16  1:12.47    1:13.27    1:04.88    1:07.75    1:10.10    1:09.92

===== Colorado Time Systems
  
```

Race Number

Start Time Of Heat

Note: the date/time are only correct if set correctly on the timing console



# Timing System (CTS-6) Printout

Event/Heat  
Description

----- RACE SUMMARY ----- Race [0003] <-----  
Monday 17-Sep-07 10:23:52 am

200 Boys Medley Relay  
Event: 1 Heat: 3

----- BY LANE -----

Lane	Place	Time	Backup
1	1	1:35.94	
2	2	1:36.68	
3	4	1:38.14	
4	3	1:37.63	
5	5	1:38.62	
6	6	1:39.10	
7	7	1:39.53	
8	8	1:39.95	

Pad Times in Lane Order

----- BY PLACE -----

Place	Lane	Time	Backup
1	1	1:35.94	
2	2	1:36.68	
3	4	1:37.63	
4	3	1:38.14	
5	5	1:38.62	
6	6	1:39.10	
7	7	1:39.53	
8	8	1:39.95	

Pad Times in Place Order

**Write:**

- Watch Times
- Order of Finish (OOF)
- Adjusted Times & Why



**POTOMAC VALLEY**  
SWIMMING

# Timing System (Gen7) Printout

2022 Mako Fall Invite (7/16/2020 - 7/16/2020)

Session: 1

## Boys' 13 and Over 200 Yard Freestyle Finals

Event: 105

Heat: 16

Race # 89

Start Time: Saturday, October 1, 2022 2:05:48 PM

By Lane		
Lane	Place	Time
1	4	1:47.73
2	5	1:47.87
4	2	1:45.85
5	1	1:42.63
7	6	1:51.16
8	3	1:47.40

By Place		
Place	Lane	Time
1	5	1:42.63
2	4	1:45.85
3	8	1:47.40
4	1	1:47.73
5	2	1:47.87
6	7	1:51.16

	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
50yd	24.53	24.64		25.01	23.59		25.06	24.49
100yd	51.95 (27.42)	51.74 (27.10)		52.45 (27.44)	48.83 (25.24)		52.88 (27.82)	51.70 (27.21)
150yd	1:20.39 (28.44)	1:20.09 (28.35)	no P/S	1:19.38 (26.93)	1:15.32 (26.49)		1:21.94 (29.06)	1:19.88 (28.18)
200yd	1:47.73 (27.34)	1:47.87 (27.78)		1:45.85 (26.47)	1:42.63 (27.31)		1:51.16 (29.22)	1:47.40 (27.52)
Off. Time	1:47.73	1:47.87		1:45.85	1:42.63		1:51.16	1:47.40
Button A	1:47.80	1:47.95	1:50.86	1:46.02	1:42.81			1:47.66
Button B							1:51.15	
Button C	1:47.93	1:47.95	1:50.98	1:45.96	1:42.69		1:51.27	1:47.62
Backup	1:47.86	1:47.95	1:50.92	1:45.99	1:42.75		1:51.21	1:47.64
P:B Diff	-0.13	-0.08	*	-0.14	-0.12		-0.05	-0.24
Start Reac:								

*Write:*

- Watch Times
- Order of Finish (OOF)
- Adjusted Times & Why



# Daktronics or no CTS printout

- If you use a CTS without a printer or have a Daktronics timing system, use the “CALC” report for the documentation.*

Calc : Ctrl-K



Time Adjustment - #1 Women 1650 Yard Freestyle Senior Champs - Heat 1

Create Report  Show Heat Malfunction

**Lane Adjustment Using Backup Times**

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference		Adjusted	Adjusted HPL	Adjusted PL
<input checked="" type="checkbox"/>	1	17:05.95	17:05.93	17:05.95		17:05.94	0.01		17:05.95	3	3
<input checked="" type="checkbox"/>	2	17:07.32	17:07.30			17:07.30	0.02		17:07.32	4	4
<input checked="" type="checkbox"/>	3	17:27.91	17:27.88	17:27.87		17:27.87	0.04		17:27.91	7	7
<input checked="" type="checkbox"/>	4	15:52.59	15:52.44		15:52.51	15:52.47	0.12		15:52.59	1	1
<input checked="" type="checkbox"/>	5	17:15.55	17:12.44	17:12.38		17:12.41	3.14	y	17:12.41	6	6
<input checked="" type="checkbox"/>	6	17:02.63	17:02.63	17:02.53		17:02.58	0.05		17:02.63	2	2
<input checked="" type="checkbox"/>	7	17:07.51	17:07.39	17:07.49		17:07.44	0.07		17:07.51	5	5
<input checked="" type="checkbox"/>	8	18:32.46	18:32.38	18:32.44		18:32.41	0.05		18:32.46	8	20

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.  
 Yellow = Calculated backup time is more than .30 faster than the pad time.  
 Blue = Calculated backup time is more than .30 slower than the pad time.  
 Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.  
 Dark Pink for any backup time means it is more than .30 from the pad time.

Preference is set to NOT use Pad and Backup Differentials to adjust times.

Accept Adjusted    Reject Adjusted





**POTOMAC VALLEY**  
SWIMMING

# Daktronics or no CTS printout

Nation's Capital Swim Club

HY-TEK's MEET MANAGER 7.0 - 7/1/2020 Page 1

## 2020 PV SC Senior Championships - 3/5/2020 to 3/8/2020 Lane Adjustment Using Backup Times

Time Adjustment - #1 Women 1650 Yard Freestyle Senior Champs - Heat 1

Use	Lane	Primary	Button 1	Button 2	Button 3	ButtonCalc	Difference	Adjusted	Adjusted HPL	Adjusted PL
Yes	1	17:05.95	17:05.93	17:05.95		17:05.94	0.01	17:05.95	3	3
Yes	2	17:07.32	17:07.30			17:07.30	0.02	17:07.32	4	4
Yes	3	17:27.91	17:27.88	17:27.87		17:27.87	0.04	17:27.91	7	7
Yes	4	15:52.59	15:52.44		15:52.51	15:52.47	0.12	15:52.59	1	1
Yes	5	17:15.55	17:12.44	17:12.38		17:12.41	3.14	17:12.41	6	6
Yes	6	17:02.63	17:02.63	17:02.53		17:02.58	0.05	17:02.63	2	2
Yes	7	17:07.51	17:07.39	17:07.49		17:07.44	0.07	17:07.51	5	5
Yes	8	18:32.46	18:32.38	18:32.44		18:32.41	0.05	18:32.46	8	20

Preference is set to NOT use Pad and Backup Differentials to adjust times.

Watch 5: 17:12.35      OOF: 4 6 1 2 7 5 3 8

Late pad. Use adjusted.



POTOMAC VALLEY  
SWIMMING

# Timing Judge

- *The following scenarios assume two buttons are the primary timing system and one stopwatch is the backup system (**semi-automatic timing**)*



# Timing Judge

- *Two buttons agree*
  - This is what is supposed to happen!

## Heat 5 of 7 == Finals == Event 15 Girls 11-12 100 LC Meter Butterfly

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1:26.46	1:31.21	<input type="checkbox"/>	<input type="checkbox"/>		1:31.21	1:31.21		8	31	
1:25.68	1:26.54	<input type="checkbox"/>	<input type="checkbox"/>		1:26.42	1:26.67		4	23	
1:25.56	1:23.95	<input type="checkbox"/>	<input type="checkbox"/>		1:23.95	1:23.95		2	16	
1:22.85	1:30.79	<input type="checkbox"/>	<input type="checkbox"/>		1:30.79	1:30.79		7	30	
1:23.14	1:26.23	<input type="checkbox"/>	<input type="checkbox"/>		1:26.21	1:26.25		3	22	
1:25.61	1:28.74	<input type="checkbox"/>	<input type="checkbox"/>		1:28.80	1:28.69		5	26	
1:26.23	1:28.88	<input type="checkbox"/>	<input type="checkbox"/>		1:28.91	1:28.85		6	27	
1:28.25	1:19.43	<input type="checkbox"/>	<input type="checkbox"/>		1:19.48	1:19.38		1	9	



# Timing Judge

- *Two buttons don't agree*

- Meet Manager will report the average of the two buttons, no matter what they are.
- Compare the backup watch and OOF and use the button that matches. Have the Hy-Tek Operator type it into the Finals Time
- Type the correct time into the Finals Time. DO NOT delete the bad button

Heat 3 of 6 == Finals == Event 16 Boys 11-12 100 LC Meter Butterfly										
Seed	Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1	1:45.32	<input type="checkbox"/>	<input type="checkbox"/>		1:50.59	1:50.62		8	40	
2	1:41.18	<input type="checkbox"/>	<input type="checkbox"/>		1:41.20	1:41.86		7	34	
3	1:37.38	<input type="checkbox"/>	<input type="checkbox"/>		1:28.33	1:28.07		2	13	
4	1:35.73	<input type="checkbox"/>	<input type="checkbox"/>		1:28.60	1:28.72		3	18	
5	1:36.55	<input type="checkbox"/>	<input type="checkbox"/>		1:36.19	1:36.03		4	28	
6	1:39.94	<input type="checkbox"/>	<input type="checkbox"/>		1:37.81	1:37.85		6	31	
7	1:44.53	<input type="checkbox"/>	<input type="checkbox"/>		1:36.40	1:36.33		5	29	
8	1:48.96	<input type="checkbox"/>	<input type="checkbox"/>		1:24.46	1:24.18		1	13	



# Timing Judge

- *Only one button*

- Meet Manager reports that button as the time
- If the backup watch agrees, the single button is the time
- If the backup doesn't agree, figure out which one is the correct time

## Heat 6 of 6 == Finals == Event 16 Boys 11-12 100 LC Meter Butterfly

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1:17.08	1:18.43	<input type="checkbox"/>	<input type="checkbox"/>		1:18.41	1:18.45		7	8	
1:15.25	1:16.52	<input type="checkbox"/>	<input type="checkbox"/>		1:16.52	1:16.53		5	6	
1:10.13	1:09.74	<input type="checkbox"/>	<input type="checkbox"/>		1:09.74			2	2	
1:06.68	1:07.80	<input type="checkbox"/>	<input type="checkbox"/>		1:07.54	1:07.80		1	1	
1:09.44	1:10.81	<input type="checkbox"/>	<input type="checkbox"/>		1:10.81	1:10.81		3	3	
1:14.93	1:14.84	<input type="checkbox"/>	<input type="checkbox"/>		1:14.81	1:14.88		4	5	
1:15.48	1:16.56	<input type="checkbox"/>	<input type="checkbox"/>		1:16.58	1:16.55		6	7	
1:17.87	1:20.94	<input type="checkbox"/>	<input type="checkbox"/>		1:20.93	1:20.95		8	9	



# Timing Judge

Note that with two buttons, you will get “color” when each button differs from the “finals time” (which is an average of the two buttons) by more than .3 seconds, so you must check carefully to ensure buttons are within .3 seconds of each other and thus support each other

- First example below – buttons differ by 0.97 sec, and buttons differ from “finals time” by .48/.49 sec (**color**)
- Second example – buttons differ by .40 sec, and each button differs from “finals time” by .20 sec (no color)

Heat 5 of 5 == Finals == Event 35 Girls 8 Year Olds 50 Yard Freestyl												
	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
jb-PV	41.85	41.93	<input type="checkbox"/>	<input type="checkbox"/>		41.91	41.95		5	6		
	40.75	38.83	<input type="checkbox"/>	<input type="checkbox"/>		38.90	38.76		2	2		
jb-PV	35.01	35.91	<input type="checkbox"/>	<input type="checkbox"/>		35.91			1	1		
	37.01	NS	<input type="checkbox"/>	<input type="checkbox"/>								
	41.74	41.46	<input type="checkbox"/>	<input type="checkbox"/>		41.46	41.47		3	3		
	42.46	41.40	<input type="checkbox"/>	<input type="checkbox"/>		40.92	41.89		4	5		

Heat 3 of 4 == Finals == Event 38 Boys 7 and Under 50 Yard Freestyl												
	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
PV	52.49	54.56	<input type="checkbox"/>	<input type="checkbox"/>		54.56	54.56		4	8		
PV	47.42	NS	<input type="checkbox"/>	<input type="checkbox"/>								
PV	40.94	40.25	<input type="checkbox"/>	<input type="checkbox"/>		40.25			1	1		
V	44.45	44.38	<input type="checkbox"/>	<input type="checkbox"/>		44.40	44.37		2	2		
V	50.05	47.25	<input type="checkbox"/>	<input type="checkbox"/>		47.25	47.25		2	2		
PV	52.89	55.55	<input type="checkbox"/>	<input type="checkbox"/>		55.35	55.75		5	10		



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**SWIMMING**

# Timing Judge

- ***No buttons***

- Verify the backup watch time with the order of finish to determine the official time
- The backup watch time is the official time





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SWIMMING

# Moving a Swimmer

- *If you need to move a swimmer after you've pulled in times:*
  - When you move a swimmer, the time moves with them
  - Therefore, you must re-pull the times for any heat where a swimmer was moved (both FROM heat and TO heat).
  - You will need to re-do any timing adjustments for those heats, so it's better to move swimmers (if possible) before processing results.
  - Make sure a NS isn't moved along and not replaced when you re-pull times



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# Verify Results

- ***Review event results before publishing them***
  - Did all the timing adjustments get made?
  - Are there any times that are unreasonably fast?
  - Did the Hy-Tek Operator verify the NS with the lane timer sheets?
  - Were there any other notes on the lane timer sheets?
  - Are there too many ties?
  - Were all the DQs recorded?
  - In a prelims/finals meet, are there any potential swim-offs?
  - Do all the times end in .x0?





# Verify Results



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HY-TEK's MEET MANAGER 5.0 - 4:54 PM 9/23/2013

## Results

### Event 70 Boys 9-10 200 Yard Freestyle

Name	Age	Team	Seed Time	Finals Time
1	9	Fairland Aquatics S.T.-PV	3:25.51	2:18.71
2	10	Maryland Suburban Swim Club-PV	3:10.07	2:25.09
3	9	The Fish-PV	NT	2:26.45
4	10	The Fish-PV	2:36.89	2:27.08
5	10	Fairland Aquatics S.T.-PV	2:38.00	2:34.05
6	10	Nation's Capital Swim Club-PV	2:42.41	2:37.05
7	10	Hydro-Sonic Tiburones-PV	2:47.23	2:37.19
8	10	The Fish-PV	2:39.49	2:38.14
9	10	The Fish-PV	2:41.51	2:40.14
10	9	Maryland Suburban Swim Club-PV	2:59.66	2:43.78
11	9	Nation's Capital Swim Club-PV	2:48.34	2:44.94
12	10	SwimBAAC-MD	3:11.84	2:45.52
13	10	Nation's Capital Swim Club-PV	NT	2:47.99
14	10	The Fish-PV	2:50.15	2:48.67
15	9	Joe Flaherty's Dolphins-PV	2:49.68	2:51.44
16	10	DC Parks&Recreation-PV	2:57.22	2:53.48

Are these correct?



# Verify Results

- ▶ The first place time (2:18.71) was a 150 yd time and not a valid 200 yd time.
- ▶ The second, third and fourth place times were valid times.

<u>Age</u>	<u>Team</u>	<u>Seed Time</u>	<u>Finals Time</u>
9	Fairland Aquatics S.T.-PV	3:25.51	2:18.71
10	Maryland Suburban Swim Club-PV	3:10.07	2:25.09
9	The Fish-PV	NT	2:26.45
10	The Fish-PV	2:36.89	2:27.08

- ▶ Times at an open meet for a young age group may look valid at first glance.
- ▶ Comparing finals time to seed time is not always an indication, particularly for longer events at younger age groups (e.g., the second place time).



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# Verify Results

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HY-TEK's MEET MANAGER 5.0 - 4:55 PM 9/23/2013

## Results

### Event 58 Boys 13-14 100 Yard Breaststroke

Name	Age	Team	Seed Time	Finals Time
1	13	Heal Swim Club-PV	1:11.14	1:11.32
2	14	Nation's Capital Swim Club-PV	1:10.76	1:11.45
3	13	Nation's Capital Swim Club-PV	1:16.02	1:13.58
4	14	Blue Wave Swim Team PV-PV	1:12.82	1:14.27
5	13	The Fish-PV	1:15.41	1:14.28
6	13	Nation's Capital Swim Club-PV	1:15.69	1:14.93
7	14	Nation's Capital Swim Club-PV	1:21.39	1:15.20
8	13	Maryland Suburban Swim Club-PV	1:17.75	1:15.22
9	14	Fairland Aquatics S.T.-PV	1:14.60	1:16.62
10	13	Maryland Suburban Swim Club-PV	1:18.00	1:17.67
11	13	Nation's Capital Swim Club-PV	1:14.46	1:17.80
12	13	The Fish-PV	1:19.72	1:18.67
13	13	Maryland Suburban Swim Club-PV	1:16.96	1:19.18
14	13	Elite Rays Swim Club-PV	1:19.06	1:19.74
15	14	Fairland Aquatics S.T.-PV	1:15.49	1:19.79
16	13	Nation's Capital Swim Club-PV	1:23.05	1:19.90
*17	14	Life Time Fitness Mid Atlantic-PV	NT	1:20.28
*17	14	Joe Flaherty's Dolphins-PV	1:31.86	1:20.28
19	13	Nation's Capital Swim Club-PV	1:17.92	1:20.35
20	13	Naval Academy Aquatic Club-MD	1:21.41	1:20.49





**POTOMAC VALLEY**  
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# Verify Results

21		13 Fairland Aquatics S.T.-PV	1:22.46	1:20.81
22		14 Hydro-Sonic Tiburones-PV	1:25.58	1:20.89
23		14 Maryland Suburban Swim Club-PV	1:23.47	1:21.11
24		13 Joe Flaherty's Dolphins-PV	1:27.01	1:22.56
25		14 The Fish-PV	1:24.65	1:22.75
26		13 The Fish-PV	1:22.95	1:23.22
27		13 Fairland Aquatics S.T.-PV	1:28.42	1:24.01
28		13 Joe Flaherty's Dolphins-PV	1:24.69	1:24.46
29		14 Prince George's Kings-PV	1:21.18	1:25.02
30		14 Joe Flaherty's Dolphins-PV	1:26.62	1:25.25
31		14 Joe Flaherty's Dolphins-PV	1:24.88	1:25.86
*32		13 Nation's Capital Swim Club-PV	1:36.24	1:31.27
*32		13 Maryland Suburban Swim Club-PV	NT	1:31.27
*34		13 Prince George's Kings-PV	1:46.52	1:39.18
*34		14 Joe Flaherty's Dolphins-PV	1:29.51	1:39.18
36		13 The Fish-PV	NT	1:41.55
*37		13 Nation's Capital Swim Club-PV	1:29.92	1:44.21
*37		13 SwimBAAC-MD	1:49.35	1:44.21
*39		14 SwimBAAC-MD	1:31.21	1:45.32
*39		13 SwimBAAC-MD	2:04.04	1:45.32
41		14 Maryland Suburban Swim Club-PV	NT	2:13.15

Are these correct?





POTOMAC VALLEY  
SWIMMING

# Verify Results

- ▶ The number of ties in the event, indicated by “\*” **may be** an indication that the same set of data was used by multiple heats.
- ▶ It is worth taking another minute or two for the computer operator to spot check the data to make sure it is correct.



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# Relays

- ***It is important to get all the relay names in the database correctly***
  - Can't check eligibility without the names
  - A relay without names will not load into SWIMS
  - The lead-off split will be automatically loaded into SWIMS when all relay names are entered and automatic timing is used
- ***Names are usually due to the Admin Official about one hour before the event***
  - Coaches can change the names and or order before the event
  - A team can report an order change to the lane timers before they swim.



# Administrative Official

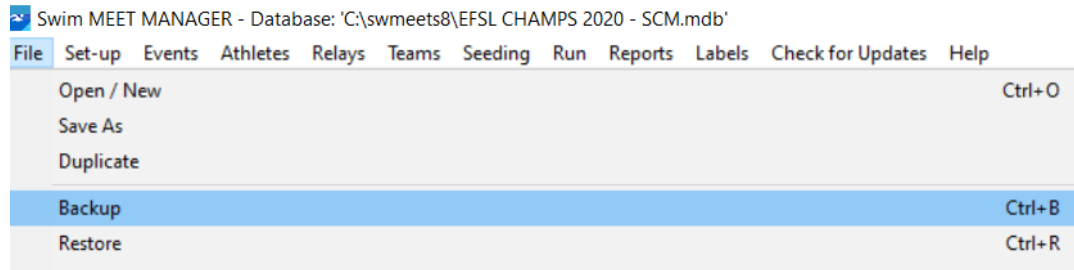
## AFTER THE MEET



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# Post Meet Tasks

- *Make sure all the events are completed*
- *Make a Backup of the database*



- **Coordinate with Meet Director or Meet Referee to ensure final backup is sent to [results@pvswim.org](mailto:results@pvswim.org)**



# Administrative Official

## TIPS & TRICKS



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# Using Radios

- ***Listening on the radio provides the Admin Official a picture of what is happening on deck***
  - Hears about DQs, no-shows and reseeds
  - Knows to expect the paperwork for these items.
  - Can reconcile their counts with the deck referees
- ***Acknowledge all radio calls made to you***
  - A simple “Thank You” is sufficient for the caller to know you received their call.



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# Work Flow and Priorities

- *As an AO, you are required to balance priorities and deadlines while maintaining quality and accuracy*
- *“What’s the most important thing I need to be doing right now?”*
  - This may change on a moment’s notice
- *You can’t sacrifice quality and accuracy, but you also can’t ignore deadlines*





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# Work Flow and Priorities

- ***Example 1 – Positive Check-In***

- Make sure you have enough time to do all that needs to be done
- If you have multiple events, do them in batches rather than all at once
- Print heat sheets to post and for coaches, then timer sheets, then heat sheets for officials.

- ***Example 2 – Prioritize Tasks***

- At a prelims/finals meet, processing prelims results is high priority
- At a timed finals meet, processing results has no time pressure and may be a lower priority



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# Initial Splits

- When automatic timing is used, relay lead-off splits are automatically recorded and loaded into SWIMS.
- If an initial split is requested for an individual event, it is suggested that back-up timers be provided. If you determine that the pad time is correct, that is the official split
- If semi-automatic timing is used, three watch times are required for the initial split
- Backstroke splits can only be requested before the event. The AO must inform the Deck Referee of the split request to ensure the swimmer is properly judged for a legal finish.
- Have the Hy-Tek Operator create the split event and manually enter the time. Creating a separate session in the database is a good idea to organize all the split events.



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# Initial Splits

All Events     Time Trial Only  
 Standard Only     Swim-Off Only  
 Open Water     Disability Only

Add New Event

Event #:	Age Group	Distance	Stroke	
200	<input type="radio"/> 6 and Under <input type="radio"/> 8 and Under <input type="radio"/> 10 and Under <input type="radio"/> 15 and Over <input checked="" type="radio"/> Open/Senior <input type="radio"/> 7 - 8 <input type="radio"/> 9 - 10 <input type="radio"/> 11 - 12 <input type="radio"/> 13 - 14 <input type="radio"/> 15 - 16 <input type="radio"/> 15 - 18 <input type="radio"/> 17 - 18 <input type="radio"/> Custom	<input type="radio"/> 25 <input type="radio"/> 50 <input checked="" type="radio"/> 100 <input type="radio"/> 200 <input type="radio"/> 400 <input type="radio"/> 500 <input type="radio"/> 800 <input type="radio"/> 1000 or 1K <input type="radio"/> 1500 <input type="radio"/> 1650 <input type="radio"/> None <input type="radio"/> Custom	<input type="radio"/> 3K <input type="radio"/> 5K <input type="radio"/> 10K <input type="radio"/> 25K <input type="radio"/> 1 Mile <input type="radio"/> 2 Mile	<input checked="" type="radio"/> Freestyle <input type="radio"/> Backstroke <input type="radio"/> Breaststroke <input type="radio"/> Butterfly <input type="radio"/> Medley <input type="radio"/> 1 mtr Diving <input type="radio"/> 3 mtr Diving <input type="radio"/> Platform Diving <input type="checkbox"/> # Dives

**Individual / Relay**  
 Individual  
 Relay

**Gender**  
 Alt Gender  
 Girls     Boys  
 Women     Men  
 Mixed

Division: [Dropdown]  
 Suppress Distance

Round 1 - Prelims or Timed Finals  
Number of Lanes (1-12): 10  
Lanes for Best: 10    Heats: 1  
Assign Lanes:  Standard  
Heat Order:  Slow to Fast

Round 2 or Round 3 - Finals  
Number of Lanes (1-12): 8  
Heats in Finals (1-6): 1

Score Event     Entry Fee: 0.00

**1. Note Initial Split**  
**2. Set Entry Fee to Zero**  
**3. Uncheck Score Event**  
**4. Set to Timed Finals**

- Create an event for the initial split (use unique event #). Click on “Events”, then “Add.” Enter Event #, Gender, Distance, Stroke



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# Initial Splits

- Create a new session. In Event Menu, click “Sessions”, then “Add.”

Add Edit Delete Move All Remove All Clear Indicators Print Help

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	05:30 PM	1	1	1		20	15	0			
2	08:45 AM	2	5	3		20	15	0			
2	01:40 PM	3	5	3		20	15	0			
2	06:00 PM	4				60	15	0			
3	08:45 AM	5	5	3		20	15	0			
3	01:40 PM	6	5	3		20	15	0			
3	06:00 PM	7				60	15	0			
4	08:45 AM	8	5	3		20	15	0			
4	01:40 PM	9	5	3		20	15	0			
4	05:30 PM	10				60	15	0			

EVENT LIST - (Double Click to Add)

Evt #	Rnd	Event Name	Meets	Event Interval	Break
120	F	Men 10 & Under 100 Butterfly	0	0	
121	P	Women 11-12 100 Butterfly	0	25	
121	F	Women 11-12 100 Butterfly	0	0	
122	P	Men 11-12 100 Butterfly	0	0	
122	F	Men 11-12 100 Butterfly	0	0	
123	P	Women 13-14 200 IM			
123	F	Women 13-14 200 IM			
124	P	Men 13-14 200 IM			
124	F	Men 13-14 200 IM			
125	P	Women 200 IM			
125	F	Women 200 IM			
126	P	Men 200 IM			
126	F	Men 200 IM			
127	P	Women 10 & Under 100 IM			
127	F	Women 10 & Under 100 IM			
128	P	Men 10 & Under 100 IM			
128	F	Men 10 & Under 100 IM			
129	P	Women 11-12 100 IM			
129	F	Women 11-12 100 IM			
130	P	Men 11-12 100 IM			
130	F	Men 11-12 100 IM			
131	F	Women 13-14 400 Freestyle Relay			
132	F	Men 13-14 400 Freestyle Relay			
133	F	Women 400 Freestyle Relay			
134	F	Men 400 Freestyle Relay			
135	F	Women 11-12 400 Freestyle Relay			
136	F	Men 11-12 400 Freestyle Relay			
200	F	Mixed 100 Freestyle Initial Split			
218	F	Men 100 Breaststroke Swim-off			
367	F	Women 50 Freestyle Swim-off			

Add New Session

Session #: 11

Session Title: Initial Splits

Day: 4

Start Time: : : AM PM

Interval: 20 Extra Backstroke Interval: 15

Chase Starts Interval: 0 Diving Time per Dive: 30

Course:  LC Meters  SC Meters  Yards

Max Entries for Meet Events Export to TM

Max entries including relays:

Max individual entries:

Max relay entries:

OK Cancel



# Initial Splits

- Highlight the Initial Splits Session, then double click (or drop and drag”) the event into the session.

Sessions

Add Edit Delete Move All Remove All Clear Indicators Print Help

☐ ↻ ↺ ↻ ↻ ↻ ↻

Day	Start Time	Session #	T-Max	L-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	05:30 PM	1	1	1		20	15	0	30	Y	Thursday Distance
2	08:45 AM	2	5	3		20	15	0	30	Y	Friday Prelims 13&O
2	01:40 PM	3	5	3		20	15	0	30	Y	Friday Prelims 12&U
2	06:00 PM	4				60	15	0	30	Y	Friday Finals
3	08:45 AM	5	5	3		20	15	0	30	Y	Saturday Prelims 13&O
3	01:40 PM	6	5	3		20	15	0	30	Y	Saturday Prelims 12&U
3	06:00 PM	7				60	15	0	30	Y	Saturday Finals
4	08:45 AM	8	5	3		20	15	0	30	Y	Sunday Prelims 13&O
4	12:00 PM	11				20	15	0	30	Y	Initial Splits
4	01:40 PM	9	5	3		20	15	0	30	Y	Sunday Prelims 12&U
4	05:30 PM	10				60	15	0	30	Y	Sunday Finals

EVENT LIST - (Double Click to Add)			SESSION SCHEDULE - (Double Click Evt # to Delete)										
Evt #	Rnd	Event Name	Evt #	Rpt	H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Event Interval	Break	Break Desc
120	F	Men 10 & Under 100 Butterfly	200	H		F	Mixed 100 Freestyle Initial Split	1			0	0	
121	P	Women 11-12 100 Butterfly											
121	F	Women 11-12 100 Butterfly											
122	P	Men 11-12 100 Butterfly											
122	F	Men 11-12 100 Butterfly											
123	P	Women 13-14 200 IM											
123	F	Women 13-14 200 IM											
124	P	Men 13-14 200 IM											
124	F	Men 13-14 200 IM											
125	P	Women 200 IM											
125	F	Women 200 IM											
126	P	Men 200 IM											
126	F	Men 200 IM											
127	P	Women 10 & Under 100 IM											
127	F	Women 10 & Under 100 IM											
128	P	Men 10 & Under 100 IM											
128	F	Men 10 & Under 100 IM											
129	P	Women 11-12 100 IM											
129	F	Women 11-12 100 IM											
130	P	Men 11-12 100 IM											
130	F	Men 11-12 100 IM											
131	F	Women 13-14 400 Freestyle Relay											
132	F	Men 13-14 400 Freestyle Relay											
133	F	Women 400 Freestyle Relay											
134	F	Men 400 Freestyle Relay											
135	F	Women 11-12 400 Freestyle Relay											
136	F	Men 11-12 400 Freestyle Relay											
200	F	Mixed 100 Freestyle Initial Split											
218	F	Men 100 Breaststroke Swim-off											
367	F	Women 50 Freestyle Swim-off											
378	F	Men 10 & Under 50 Backstroke Swim-off											
4114	F	Men 11-12 50 Freestyle Swim-off											

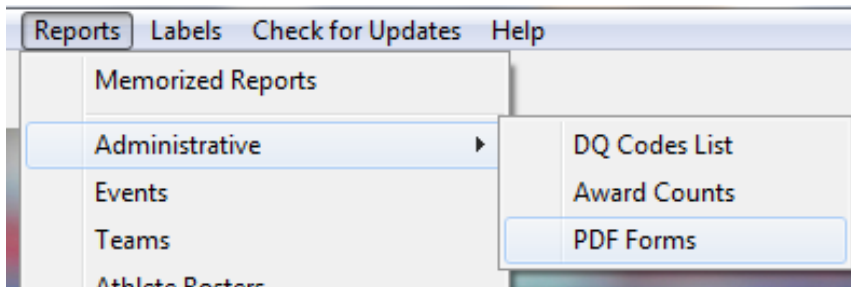




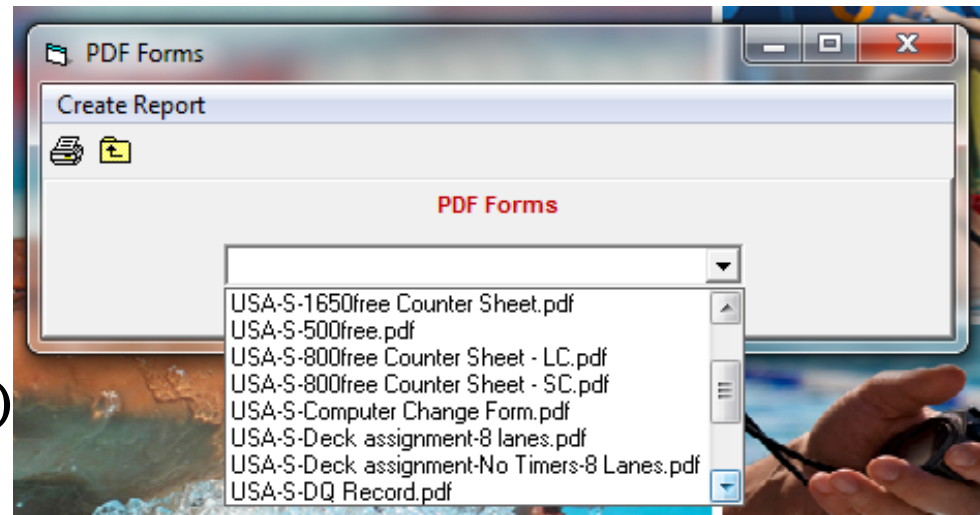
**POTOMAC VALLEY**  
SWIMMING

# Forms

- *Some of the forms available in Meet Manager*
  - Distance counting sheets, officials assignment forms, DQ log, relay take-off slips, etc.



- Other forms are available on the PVS website.
- It is a good idea to bring them with you (electronic copy)







# Forms

The screenshot shows the Potomac Valley Swimming website's navigation menu and a list of forms. The navigation menu includes: What's New, Meets, Times, Safe Sport, Athletes, Parents, Coaches, Officials, About Us, News. The 'Officials Forms' section is highlighted in the left sidebar. The main content area lists various forms such as 'PVS Official's Sign-In', 'Administrative Official's Log', 'Timing Adjustment Worksheet - Heat Malfunction', and 'PVS Officials Recertification Request'. A link to 'PVS Officials Mentoring/Evaluation Forms' is also present, along with a list of roles: Referee, Starter, Stroke & Turn Judge, Chief Judge, Administrative Official, Hy-Tek Operator, and Timing System Operator. A footer link points to the USA Swimming Web Site.

<http://www.pvswim.org/official/forms.html>





**POTOMAC VALLEY**  
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# DQ Slips

## Disqualification (DQ) slips:

If using the (7/19) version of the USA-S DQ slip, download the Custom DQ Codes file from the PVS Website

<https://www.pvswim.org/official/forms/dqcodesCustom.txt>

**USA SWIMMING** DISQUALIFICATION REPORT

EVENT # \_\_\_\_\_ HEAT \_\_\_\_\_ LANE \_\_\_\_\_  
 SWIMMER \_\_\_\_\_ TEAM \_\_\_\_\_

**BUTTERFLY** START \_\_\_\_\_ SWIM \_\_\_\_\_ TURN \_\_\_\_\_ FINISH \_\_\_\_\_  
 KICK: ALTERNATING (1A) \_\_\_\_\_ BREAST (1B) \_\_\_\_\_ SCISSORS (1C) \_\_\_\_\_  
 ARMS: NON-SIMULTANEOUS (1E) \_\_\_\_\_ UNDERWATER RECOVERY (1F) \_\_\_\_\_  
 TOUCH: ONE HAND (1J) \_\_\_\_\_ NOT SEPARATED (1K) \_\_\_\_\_  
 NON-SIMULTANEOUS (1L) \_\_\_\_\_ NO TOUCH (1K) \_\_\_\_\_  
 NOT TOWARD THE BREAST OFF WALL (1M) \_\_\_\_\_  
 HEAD DID NOT BREAK SURFACE BY 15m (1N) \_\_\_\_\_ RE-SUBMERGED (1R) \_\_\_\_\_  
 OTHER (1T): \_\_\_\_\_

**BACKSTROKE** START \_\_\_\_\_ SWIM \_\_\_\_\_ TURN \_\_\_\_\_ FINISH \_\_\_\_\_  
 NO TOUCH AT TURN (2) # \_\_\_\_\_  
 PAST VERTICAL AT TURN: \_\_\_\_\_  
 DELAY INITIATING ARM PULL (2S) \_\_\_\_\_ DELAY INITIATING TURN (2T) \_\_\_\_\_  
 MULTIPLE STROKES (2U) \_\_\_\_\_  
 TOES OVER LIP OF GUTTER AFTER THE START (2R) \_\_\_\_\_  
 HEAD DID NOT BREAK SURFACE BY 15m (2N) \_\_\_\_\_ RE-SUBMERGED (2R) \_\_\_\_\_  
 NOT ON BACK OFF WALL (2K) \_\_\_\_\_  
 SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2L) \_\_\_\_\_  
 OTHER (2T): \_\_\_\_\_

**BREASTSTROKE** START \_\_\_\_\_ SWIM \_\_\_\_\_ TURN \_\_\_\_\_ FINISH \_\_\_\_\_  
 KICK: ALTERNATING (3A) \_\_\_\_\_ BUTTERFLY (3C) \_\_\_\_\_ SCISSORS (3D) \_\_\_\_\_  
 ARMS: PAST HORIZONTAL (3E) \_\_\_\_\_ NON-SIMULTANEOUS (3F) \_\_\_\_\_  
 TWO STROKES UNDER (3G) \_\_\_\_\_ NOT IN SAME HORIZONTAL PLANE (3H) \_\_\_\_\_  
 ELBOWS RECOVERED OVER WATER (3I) \_\_\_\_\_  
 TOUCH: ONE HAND (3J) \_\_\_\_\_ NOT SEPARATED (3N) \_\_\_\_\_  
 NON-SIMULTANEOUS (3L) \_\_\_\_\_ NO TOUCH (3K) \_\_\_\_\_  
 NOT TOWARD THE BREAST OFF WALL (3M) \_\_\_\_\_  
 CYCLE: KICK BEFORE PULL (3O) \_\_\_\_\_ HEAD NOT UP (3P) \_\_\_\_\_  
 DOUBLE PULLS/KICKS (3S) \_\_\_\_\_  
 OTHER (3T): \_\_\_\_\_

**FREESTYLE**  
 NO TOUCH AT TURN (4K) # \_\_\_\_\_  
 HEAD DID NOT BREAK SURFACE BY 15m (4N) \_\_\_\_\_ RE-SUBMERGED (4C) \_\_\_\_\_

**INDIVIDUAL MEDLEY**  
 STROKE INFRACTION(S) # \_\_\_\_\_ OUT OF SEQUENCE (5P) \_\_\_\_\_  
 FOURTH DISTANCE SWIM IN STYLE OF PREVIOUS STROKE \_\_\_\_\_

**RELAYS**  
 STROKE INFRACTION: (61-64) # \_\_\_\_\_ SWIMMER # \_\_\_\_\_  
 EARLY TAKE OFF SWIMMER (66-68) # \_\_\_\_\_  
 CHANGED ORDER (6P): SWIMMER \_\_\_\_\_ STROKE \_\_\_\_\_  
 OTHER (6T): \_\_\_\_\_

**MISCELLANEOUS**  
 FALSE START (7O) \_\_\_\_\_ DECLARED FALSE START (7P) \_\_\_\_\_  
 DID NOT FINISH (7Q) \_\_\_\_\_ DELAY OF MEET (7R) \_\_\_\_\_  
 OTHER (7S-Z): \_\_\_\_\_

JUDGE: \_\_\_\_\_  
 (print name clearly)

REFEREE: \_\_\_\_\_  
 (print name clearly)

NOTIFIED: \_\_\_\_\_ SWIMMER \_\_\_\_\_ COACH \_\_\_\_\_

rev. (7/19)

SWIMMER/COACH



**POTOMAC VALLEY**  
SWIMMING

# Rules for Admin

## #1 – Get it Right

\* if it's not right, make it right

## #2 – Get it Done Timely

\* the meet shouldn't have to wait for you ... ever

## #3 – Manage Your Priorities

\* “what's the most important thing I need to be doing right now”

## #4 – Know the Rules

\* especially 102.4 (Scratch Rules), 102.5 (Seeding Rules),  
102.23 (Timing Rules) and 207.11 (National Championship Rules)

## #5 – Customer Service

\* the athletes, coaches and other officials are your customers



POTOMAC VALLEY  
SWIMMING

# AO Training Materials

[https://www.pvswim.org/official/training/AO\\_training.html](https://www.pvswim.org/official/training/AO_training.html)

The screenshot displays the Potomac Valley Swimming website. The header includes the organization's name and a navigation menu with links for Meets, Times, Safe Sport, Athletes, Parents, Coaches, Officials, About Us, and News. A Facebook icon is also present. The main content area is titled "Training Materials - Administrative Official" and features a sidebar with a list of menu items. The "Training Materials" item is highlighted in blue. The main content area lists several links with their respective update dates:

- [PVS Administrative Official Clinic Presentation](#) (Updated October 18, 2021)
- [PVS Administrative Official Apprentice Record and Evaluation Form](#) (Updated September 20, 2020)
- [Tim's Rules for Admin](#)
- [Timing Adjustment Reference Guide as of May 2016](#)
- [Timers at PVS Meets](#)

The sidebar menu items are: Officials Home, Certification, Registration, Officials Rosters, Officials Clinics, **Training Materials**, Officials Forms, Officials Committee, Club Officials Contacts, Officials Recognition, Officials Newsletters, and Applications to Officiate.



**POTOMAC VALLEY**  
SWIMMING

# Administrative Official Certification Process



# How to Become a PVS Administrative Official

Updated 04/2024

Prerequisites (need to be completed before you can begin on deck training):

- ▶ Age - 18 years or older
- ▶ Be a USA Swimming non-athlete, official member in good standing
  - (Background Check, Athlete Protection Training and Concussion Training)

Required before becoming certified:

- ▶ Take the ***Foundations of Officiating*** course if new to USA Swimming
- ▶ Attend an Administrative Official Clinic





# How to Become a PVS Administrative Official

- ▶ Pass the [USA Swimming Administrative Official Certification Test](#)
- ▶ Minimum of four apprentice sessions at sanctioned or approved meets
  - ▶ At least two different meets
  - ▶ Completion of [Administrative Official Evaluation Form](#) after each session affirming satisfactory performance
  - ▶ Evaluation Session may be done any time after the 3rd apprentice session ([Evaluator List](#)). **Evaluation session should be at a meet using automatic timing (touchpads).**
- ▶ Complete certification within one year of clinic.
- ▶ After completion of evaluation, submit the [Certification Request Form](#).
- ▶ Certification: good until the Dec 31, 2026.





# Recertify as a PVS Administrative Official

- ▶ Continue to be a USA Swimming Official in good standing (current registration, APT and BGC)
- ▶ Session requirement: at least eight sessions within three years as an Administrative Official, Timing System Operator, or Computer Operator.
- ▶ Attend an Administrative Official Clinic at least once every three years
- ▶ Pass the [USA Swimming Administrative Official Recertification Test](#)
- ▶ Submit the online [Officials Recertification Request Form](#)
- ▶ Recertification extends your certification for three years.



# USA Swimming Online Tests

- Log in to the USA Swimming web site and choose **Education->Course Catalog**
- Click **Officials** and then **Certification Exams**

Welcome to USA Swimming University

User: Timothy Husson  
Roles: Official, Parent

[VIEW TRANSCRIPT](#) [VIEW CERTIFICATIONS](#)

[All](#) [Coaches](#) [Safe Sport](#) [Officials](#) [Athletes](#) [Parents / Volunteers](#)

[All](#) [NCAA](#) [Certification](#) [Recertification](#) [Membership Requirements](#)

<p><b>Administrative Official Certification</b> This exam is for those who want to become an Administrative Official.</p> <a href="#">VIEW INFO</a>	<p><b>Administrative Referee Certification</b> Complete Passed This exam is for those who want to become an Administrative Referee.</p> <a href="#">VIEW INFO</a>	<p><b>Clerk of Course Certification</b> This exam is for those who want to become a Clerk of Course.</p> <a href="#">VIEW INFO</a>	<p><b>Foundations of Officiating</b> In Progress This is an introductory course to the Officials certifications and is required before moving to your first role specific course.</p> <a href="#">VIEW INFO</a>
<p><b>Open Water Judge Certification</b> This exam is for those who want to become an Open Water Judge.</p> <a href="#">VIEW INFO</a>	<p><b>Open Water Referee Certification</b> This exam is for those who want to become an Open Water Referee.</p> <a href="#">VIEW INFO</a>	<p><b>Referee Certification</b> Complete Passed This exam is for those who want to become a Referee.</p> <a href="#">VIEW INFO</a>	<p><b>Starter Certification</b> This exam is for those who want to become a Starter.</p> <a href="#">VIEW INFO</a>





# USA Swimming Online Tests

- USA Swimming test results are now recorded in your USA Swimming account. Please make sure that after the pop-up score you scroll to the bottom and click “next” so that the test result gets recorded.
- After you log into your USA Swimming Account, select **Education -> Course Catalog**. Then click the “**View Transcript**” button to see your completed courses and scores.



# Administrative Official

*Thank you!*  
*See you on deck!*

