Potomac Valley Swimming Administrative Official Clinic

Updated: April 2024

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

Computer-Based Training Timing System Operator

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

Computer-Based Training Computer Operator

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
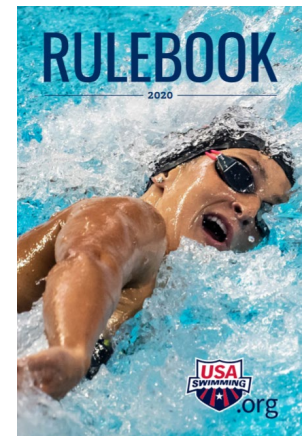- The AO Certification Process
- Questions

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

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.

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

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

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

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

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

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?

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.

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.*

Exceptions Report

Timing Systems

102.23 – TIMING RULES
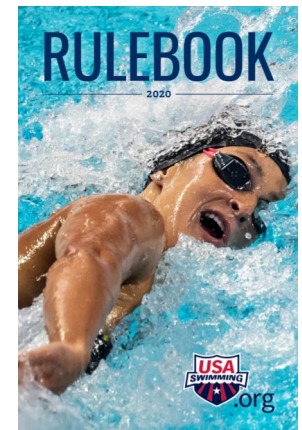
Timing Systems

- *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

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.

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.

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.

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.

Administrative Official

DURING THE MEET

Seeding

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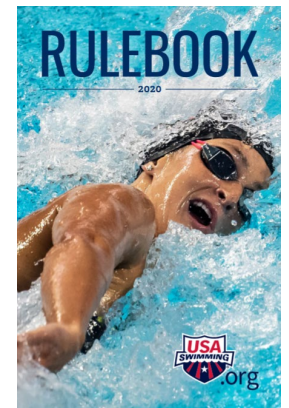
Seeding

- *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

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

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

1	Name	Age	Team
LB	Bloch, Laurence S	14	HOYA-PV
KC	Cotton, Kathryn L	13	OCCS-PV
RR	Foreman, Anise N	13	UNAT
SCRATCH	Hough, Kendall R	13	OCCS-PV
(signature)	Murphy, Briana E	14	MACH-PV
(signature)	Queen, Alison C	13	MACH-PV
ER	Roesel, Erica C	13	SDS-PV
___	Skowronski, Kristen T	13	UN-MC-PV
KS	Sutherland, Kerry M	14	AAC-PV
___	Wysor, Rachel	14	AAC-PV

③

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 - BWST

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				___	

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

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

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.

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.

Timing Judge

- ## *USA Swimming Guidelines*

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.

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

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*

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							3	22	
	NT	46.78							2	19	
	NT	44.11							1	9	
	NT	53.15							5	32	
	NT	57.00							6	37	
	NT	51.72							4	27	

Wrong!

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)*

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	☐	☐		1:48.10	1:47.96		10	17
1:42.66	1:32.97	☐	☐		1:33.10	1:33.00		5	8
1:38.49	1:42.66	☐	☐		1:42.67	1:42.66		7	13
1:33.06	1:30.15	☐	☐		1:30.18	1:30.12		3	4
1:31.74	1:22.06	☐	☐		1:22.09	1:22.00		1	1
1:32.98	1:27.73	☐	☐		1:27.85	1:27.86		2	3
1:37.62	1:32.44	☐	☐		1:32.37	1:32.37		4	7
1:39.27	1:38.69	☐	☐		1:38.58	1:38.73		6	11
1:45.41	1:46.40	☐	☐		1:46.40	1:46.41		9	16
1:49.44	1:43.96	☐	☐		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	
6:16.41	5:55.46	☐	☐		5:55.46			2	2	
6:14.87	6:06.68	☐	☐		6:06.57			5	6	
6:11.57	6:05.43	☐	☐		6:05.46	6:05.38		3	3	
6:06.44	6:08.19	☐	☐		6:08.19	6:08.13		6	8	
6:05.52	6:05.53	☐	☐		6:05.71	6:05.42		4	4	
6:06.36	5:54.55	☐	☐		5:54.66	5:54.51		1	1	
6:06.55	6:08.65	☐	☐		6:08.63			7	9	
6:13.18	6:11.59	☐	☐		6:11.57			8	11	
6:15.80	6:12.52	☐	☐		6:12.49	6:12.30		9	12	
6:16.70	6:13.57	☐	☐		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	☐	☐		47.75	51.78		6	74		g
NT	45.39	☐	☐		45.30	45.16		3	46		
NT	40.54	☐	☐		40.48	40.58		1	15		
NT	57.76	☐	☐		57.72	57.60		8	80		
NT	57.44	☐	☐		57.36	57.33		7	79		
NT	46.61	☐	☐		46.52	46.43		4	58		
NT	49.20	☐	☐		49.12	49.08		5	69		
NT	44.80	☐	☐		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	☐	☐		6:20.79	6:20.92		5	21		
	6:30.90	6:36.88	☐	☐		6:36.97	6:36.89		9	39		
	6:29.01	6:11.58	☐	☐		6:11.54	6:11.59		2	10		
	6:28.12	6:25.57	☐	☐		6:25.58	6:25.56		8	26		
	6:22.82	6:07.97	☐	☐					1	7		b
	6:26.49	6:19.03	☐	☐		6:19.02	6:19.00		4	20		
	6:28.94	6:25.01	☐	☐		6:24.80			7	25		
	6:29.46	6:16.48	☐	☐		6:16.24	6:16.40		3	15		
			☐	☐								
	6:34.67	6:22.57	☐	☐		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

	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat	
V	52.99	NS	☐	☐									
	52.51	47.77	☐	☐			47.74	47.72	2	23			
)	51.26	48.13	☐	☐			48.14	48.12	3	26			
V	51.22	45.03	☑	☐	7O F		44.89	44.94					
	51.25	NS	☐	☐									
V	52.28	NS	☐	☐									
	52.59	54.10	☐	☐			51.31	51.27	4	47		?	y
	53.27	46.71	☐	☐			46.61	46.76	1	20			

Heat 4 of 11 == Finals == Event 9 Girls 12 and Under 50 LC Meter Breaststroke

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	
☑	1	NS					0		NS	
☑	2	47.77		47.74	47.72	47.73	0.04		47.77	
☑	3	48.13		48.14	48.12	48.13	0.00		48.13	
☑	4	45.03		44.89	44.94	44.91	0.12		45.03	
☑	5	NS					0		NS	
☑	6	NS					0		NS	
☑	7	54.10		51.31	51.27	51.29	2.81	y	51.29	
☑	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 = Calulated 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

50

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				2:27.08	2:27.15		2	30		
2:31.47	2:30.21				2:30.15	2:30.05		4	42		
2:31.26	2:00.67				2:33.79	2:33.79		1	1	?	b
2:31.00	2:33.35				2:33.29	2:33.34		7	55		
2:31.19	2:29.63				2:29.55	2:29.55		3	41		
2:31.46	2:38.97				2:38.94	2:38.91		8	61		
2:31.56	2:32.42				2:32.34	2:32.38		6	53		
2:31.91	2:32.32				2:32.32	2:32.20		5	52		

Timing Judge

- Check the "use" box for the lane with the early pad

Timing Judge

- You can fill in any missing splits

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	☐	☐		56.79	56.79		6	97		
57.43	50.68	☐	☐		50.61	50.56		1	49		
57.02	55.41	☐	☐		55.30	55.37		4	91		
56.58		☐	☐		56.61	56.61					y
56.23	51.18	☐	☐		51.24	51.17		2	56		
56.32	52.81	☐	☐		52.83	52.70		3	72		
56.87	NS	☐	☐								
57.31	57.46	☐	☐		57.37	57.27		7	100		
57.99	55.95	☐	☐		55.91	55.95		5	95		
58.65	NS	☐	☐								

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	☐	☐		53.03	52.93		7	74		
52.94	53.43	☐	☐		53.34	53.27		8	77		
52.82	51.81	☐	☐		51.74	51.68		4	63		
52.73	51.51	☐	☐		51.46	51.34		3	60		
52.38	NS	☐	☐								
52.66	48.26	☐	☐		48.29	48.32		1	34		
52.80	52.04	☐	☐		51.97	51.95		5	65		
52.94	50.95	☐	☐		50.89	50.88		2	51		
53.14		☐	☐		53.19						y
53.19	52.74	☐	☐		52.68	52.66		6	71		

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	☐	☐		1:02.06	1:02.09		4	72	
1:03.10	1:05.59	☐	☐		1:05.59	1:05.55		7	96	
1:03.00	1:06.06	☐	☐		1:06.02	1:06.04		8	97	
1:02.95	1:04.55	☐	☐		1:04.60		1:04.56	6	95	
1:02.98	1:03.80	☐	☐		1:03.75	1:03.77		5	91	
1:03.03	1:01.43	☐	☐		1:01.25	1:01.36		1	57	
1:03.11	1:01.60	☐	☐		1:01.44	1:01.54		3	61	
59.95	1:01.55	☐	☐		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

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
✔	1	1:02.10	1:02.06	1:02.09		1:02.07	0.03		1:02.10	4	72
✔	2	1:05.59	1:05.59	1:05.55		1:05.57	0.02		1:05.59	7	96
✔	3	1:06.06	1:06.02	1:06.04		1:06.03	0.03		1:06.06	8	97
✔	4	1:04.55	1:04.60		1:04.56	1:04.58	-0.03		1:04.55	6	95
✔	5	1:03.80	1:03.75	1:03.77		1:03.76	0.04		1:03.80	5	91
✔	6	1:01.43	1:01.25	1:01.36		1:01.30	0.13		1:01.43	1	57
✔	7	1:01.60	1:01.44	1:01.54		1:01.49	0.11		1:01.60	3	61
✔	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 = Calulated 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

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
☐	1	1:02.10		0	1:02.10	4	72
☐	2	1:05.59		0	1:05.59	7	96
☐	3	1:06.06		0	1:06.06	8	97
☐	4	1:04.55		0	1:04.55	6	95
☐	5	1:03.80		0	1:03.80	5	91
☐	6	1:01.43		0	1:01.43	1	57
☐	7	1:01.60		0	1:01.60	3	61
☐	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

Accept Adjusted   Reject Adjusted

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	
☑	1	1:02.10	1:03.40	1.30	1:03.38	4	72	
☑	2	1:05.59	1:06.81	1.22	1:06.87	7	96	
☑	3	1:06.06	1:07.38	1.32	1:07.34	8	97	
☑	4	1:04.55	1:05.90	1.35	1:05.83	6	95	
☑	5	1:03.80	1:05.11	1.31	1:05.08	5	91	
☑	6	1:01.43	1:02.73	1.30	1:02.71	1	57	
☑	7	1:01.60	1:02.85	1.25	1:02.88	3	61	
☑	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

Accept Adjusted   Reject Adjusted

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Timing Judge

Accept 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

Timing Judge

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).

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
                                                                  Number

====> RACE HISTORY <============================================> Race 0021
                                              Saturday 02-15-08  2:36.57 pm

:---------------< Lane Number                                     Start Time
:    :-----------< Lengths                                        Of Heat
:    :    :-------< 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


           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
```

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

Pad Times in Lane Order   **Pad Times in Place Order**

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

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				By Place		
Lane	**Place**	**Time**		**Place**	**Lane**	**Time**
1	4	1:47.73		1	5	1:42.63
2	5	1:47.87		2	4	1:45.85
4	2	1:45.85		3	8	1:47.40
5	1	1:42.63		4	1	1:47.73
7	6	1:51.16		5	2	1:47.87
8	3	1:47.40		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	51.74		52.45	48.83		52.88	51.70
	(27.42)	(27.10)		(27.44)	(25.24)		(27.82)	(27.21)
150yd	1:20.39	1:20.09		1:19.38	1:15.32		1:21.94	1:19.88
	(28.44)	(28.35)		(26.93)	(26.49)		(29.06)	(28.18)
200yd	1:47.73	1:47.87		1:45.85	1:42.63		1:51.16	1:47.40
	(27.34)	(27.78)		(26.47)	(27.31)		(29.22)	(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

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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.*

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.

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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	☐	☐		1:31.21	1:31.21		8	31	
1:25.68	1:26.54	☐	☐		1:26.42	1:26.67		4	23	
1:25.56	1:23.95	☐	☐		1:23.95	1:23.95		2	16	
1:22.85	1:30.79	☐	☐		1:30.79	1:30.79		7	30	
1:23.14	1:26.23	☐	☐		1:26.21	1:26.25		3	22	
1:25.61	1:28.74	☐	☐		1:28.80	1:28.69		5	26	
1:26.23	1:28.88	☐	☐		1:28.91	1:28.85		6	27	
1:28.25	1:19.43	☐	☐		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	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	
1:45.32	1:50.60	☐	☐		1:50.59	1:50.62		8	40		
1:41.18	1:41.53	☐	☐		1:41.20	1:41.86		7	34		
1:37.38	1:28.01	☐	☐		1:25.55	1:28.07		2	15		
1:35.73	1:28.66	☐	☐		1:28.60	1:28.72		3	18		
1:36.55	1:36.11	☐	☐		1:36.19	1:36.03		4	28		
1:39.94	1:37.83	☐	☐		1:37.81	1:37.85		6	31		
1:44.53	1:36.36	☐	☐		1:36.40	1:36.33		5	29		
1:48.96	1:24.32	☐	☐		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	☐	☐		1:18.41	1:18.45		7	8	
1:15.25	1:16.52	☐	☐		1:16.52	1:16.53		5	6	
1:10.13	1:09.74	☐	☐		1:09.74			2	2	
1:06.68	1:07.60	☐	☐		1:07.54	1:07.60		1	1	
1:09.44	1:10.81	☐	☐		1:10.81	1:10.81		3	3	
1:14.93	1:14.84	☐	☐		1:14.81	1:14.88		4	5	
1:15.48	1:16.56	☐	☐		1:16.58	1:16.55		6	7	
1:17.87	1:20.94	☐	☐		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	
ub-PV	41.85	41.93	☐	☐		41.91	41.95		5	6			
	40.75	38.83	☐	☐		38.90	38.76		2	2			
ub-PV	35.01	35.91	☐	☐		35.91			1	1			
	37.01	NS	☐	☐									
	41.74		☐	☐									
	42.46	41.40	☐	☐		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	☐	☐		54.56	54.56		4	8			
PV	47.42	NS	☐	☐									
PV	40.94	40.25	☐	☐		40.25			1	1			
V	44.45	44.38	☐	☐		44.40	44.37		2	2			
V	50.05	47.25	☐	☐		47.25	47.25		3	3			
PV	52.89	55.55	☐	☐		55.35	55.75		5	10			

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

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

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 they 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

- Your Hy-Tek Operator can use "Enter Results by Lane" to verify No Shows.

Verify Results

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.

Age	Team	Seed Time	Finals Time
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).

Verify Results

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

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?

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.

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

Post Meet Tasks

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

Swim MEET MANAGER - Database: 'C:\swmeets8\EFSL CHAMPS 2020 - SCM.mdb'

File	Set-up	Events	Athletes	Relays	Teams	Seeding	Run	Reports	Labels	Check for Updates	Help

Open / New	Ctrl+O
Save As	
Duplicate	
Backup	Ctrl+B
Restore	Ctrl+R
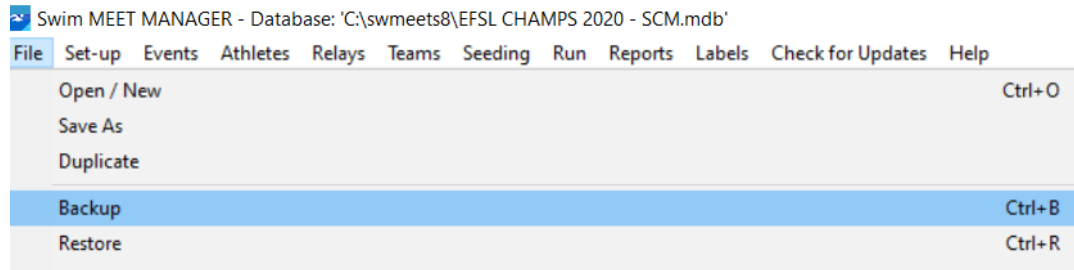
- Coordinate with Meet Director or Meet Referee to ensure final backup is sent to results@pvswim.org

Administrative Official

TIPS & TRICKS

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.

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*

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

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.

Initial Splits

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

Initial Splits

• Create a new session.   In Event Menu, click "Sessions", then "Add."

Initial Splits

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

Meet Mobile

Meet Mobile 2.5

Select All   De-Select   Upload Session Results

Session List

	Day	Start Time	Session #	Course	Session Title
☐	1	08:00 AM	1	L	12 & Under Saturday Morning Session
☐	1	02:00 PM	2	L	13 and Over Saturday Afternoon Session
☐	2	08:00 AM	3	L	12 & Under Sunday Morning Session
☐	2	02:00 PM	4	L	13 and Over Sunday Afternoon Session

Select Session From Above List

Activate the Meet Mobile System ☐

OFF

- *Turn off Meet Mobile*
  - It slows down the system
  - It posts unofficial results

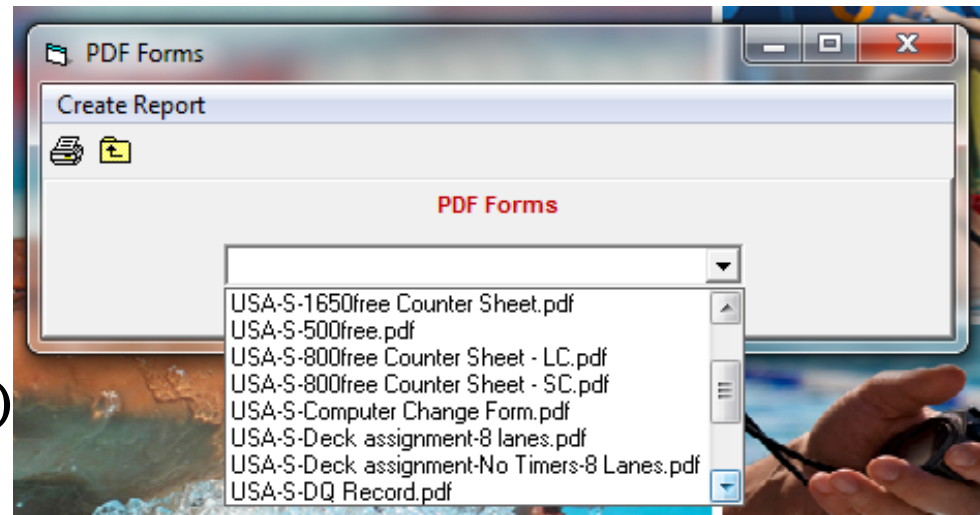- *At the end of the event, CTRL-M uploads the official results to Meet Mobile. CTRL-O uploads scores.*

Forms

- *Some of the forms available in Meet Manager*
    - Distance counting sheets, officials assignment forms, DQ log, relay take-off slips, etc.
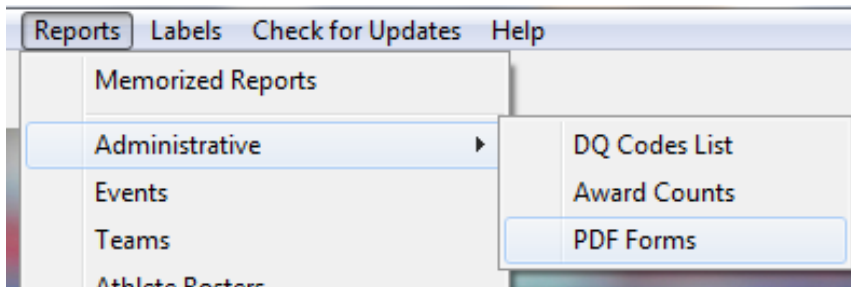
- Other forms are available on the PVS website.
- It is a good idea to bring them with you (electronic copy)

Forms

DQ Slips

Disqualification (DQ) slips:

Verify the Set-Up for
USA-S DQ Codes before
the meet begins

DQ Codes

USA-S DQ Codes Nov 2013 ▾

Time Adjustment Method

⦿ FINA rules

○ USA Swimming rules prior to
1 May 2016

DO NOT change the DQ
Codes setup in the
middle of the meet

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 (1M) _____
NOT TOWARD THE BREAST OFF WALL (1N) _____
HEAD DID NOT BREAK SURFACE BY 15M (1P) _____ RE-SUBMERGED (1R) _____
OTHER (1T): _____

BACKSTROKE   START _____ SWIM _____ TURN _____ FINISH _____
NO TOUCH AT TURN (2A) # _____
PAST VERTICAL AT TURN:
    DELAY INITIATING ARM PULL (2B) _____ DELAY INITIATING TURN (2C) _____
    MULTIPLE STROKES (2D) _____
TOES OVER LIP OF GUTTER AFTER THE START (2E) _____
HEAD DID NOT BREAK SURFACE BY 15M (2F) _____ RE-SUBMERGED (2G) _____
NOT ON BACK OFF WALL (2H) _____
SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2L) _____
OTHER (2T): _____

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

FREESTYLE
NO TOUCH AT TURN (4A) # _____
HEAD DID NOT BREAK SURFACE BY 15M (4B) _____ RE-SUBMERGED (4C) _____

INDIVIDUAL MEDLEY
STROKE INFRACTION(S) (5A) # _____
OUT OF SEQUENCE (5B) _____

RELAYS
STROKE INFRACTION: (6A-D) # _____ SWIMMER # _____
EARLY TAKE OFF SWIMMER (6F-H) # _____
CHANGED ORDER (6L): SWIMMER _____ STROKE _____
OTHER (6T): _____

MISCELLANEOUS
FALSE START (7A) _____   DECLARED FALSE START (7B) _____
DID NOT FINISH (7C) _____   DELAY OF MEET (7D) _____
OTHER (7T): _____

JUDGE: _____
              (print name clearly)

REFEREE: _____
              (print name clearly)

NOTIFIED: _____ SWIMMER   _____ COACH

REV. (5/14)

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

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

AO Training Materials

https://www.pvswim.org/official/training/AO_training.html

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

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!