



Administrative Official Webinar

January 14, 2026

Recording Notice & Participation Guidelines

- This webinar is being recorded and will be posted to the Michigan Swimming Officials site, so we ask that you please keep your questions relevant to the topic.
- Please be mindful of your audio if you choose to unmute.
- We will answer questions at the end of each topic, as well as, at the end of the session.
- Please pop your questions into the chat at any time.
- A member of the Officials Committee will monitor the chat and make sure you get an answer.

Meeting Agenda

Start	End	Duration	Topic	Presenter
7:00	7:05	05 min	Welcome & Introductions	Adam Forbes
7:05	7:15	10 min	Apprenticeship Process Overview	Adam Forbes
7:15	7:20	05 min	Timing Systems & Adjustments	Terri Clark
7:20	7:25	05 min	Rules & Regulations Update	Holly Russell
7:25	7:45	20 min	Sanctioning Updates & Reminders	Randy Hall
7:45	7:55	10 min	Q & A	All
7:55	8:00	05 min	Closing Comments	Holly Russell

Apprenticeship Process Overview

Presenter: Adam Forbes

Apprenticeship Overview

- Requests to apprentice should always be channeled through the Meet Referee. If an apprentice reaches out to you directly, please have them contact the Meet Referee first prior to training.
- Session Requirements*
 - *Minimum* of four (4) sessions over two (2) meets with a Trainer(s)
 - Sessions **must** include strokes and/or relays
 - Time trials and freestyle only sessions do **not** count
 - Only USA/MI Swimming **sanctioned** and/or **approved** meets may be used for certification
- Please be sure to reference the skills listed on the Session Report† often during training as the apprentice will need to demonstrate competency on all to be certified.
- Provide a completed Session Report † to the apprentice at the conclusion of the session(s). They will need this to apprentice future sessions at other meets, and ultimately, submit with their Application for Certification once all requirements have been met.

* [Michigan Swimming Officials - Administrative Official](#)

† [administrative-official-session-report_065573.pdf](#)



Administrative Official On-Deck Training Sessions

TRAINEE NAME: _____ DATE: _____

MEET NAME: _____ # OF SESSIONS: _____

*(a minimum of four (4) sessions over two (2) meets with a Trainer(s))
Time trials and freestyle only sessions shall not count toward training session requirements.*

P = Proficient NW = Needs Work D = Not Observed/Discussed	Session 1	Session 2	Session 3	Session 4	Session 5
SKILLS OBSERVED					
BEFORE THE MEET					
Understands role in preparing meet packet					
Sets up new Meet Manager file using information from meet packet					
Understands sanctioning procedures					
Imports entries (running session reports and exception reports as needed)					
Ability to backup, restore, export events file, etc.					
DURING THE MEET					
Understands and can perform positive check-in procedures					
Understands scratch procedures					
Can process deck entries					
Can deck seed with accuracy					
Prepares heat sheet, session report, and programs for distribution					
Prepares lane/timer sheets					
Adjusts swimmers in heats					
Understands lane malfunctions and selects correct time					
Understands and can calculate heat malfunctions correctly					
Uses established procedures for DQ, DFS, and No Show					
Understands table paper flow, organization, and filing					
Familiar with and understands common admin forms					
Accuracy and attention to detail					
Acts diplomatically, professionally, and respectfully with others					
AFTER THE MEET					
Prepares results for distribution					

* Required

Is trainee recommended to become a certified Administrative Official? * ☐ Yes ☐ No

If no, what does the trainee need to work on going forward in their training?

TRAINER: _____ MEET REFEREE: _____

Trainer must be certified in the position for at least one (1) year.

Rev: 09/2023

Before the Meet...Yes, it Counts!

Start working with apprentices early on so they can familiarize themselves with pre-meet activities

- ✓ Have them create an email dedicated to AO activities
- ✓ CC them on emails so they have visibility into the types of communications that take place before the meet
- ✓ Have them prepare a meet packet
- ✓ Have them create a Meet Manager* file
- ✓ Have them import entries
- ✓ Have them run reports

Yes, it counts as a session!

* [Hy-Tek License](#)

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Administrative Official Timeline of Activities

Resources & Tips

• Timeline of Activities

- Pre-Meet
- Meet
- Post-Meet

• Guide to Meet Manager

- Creating Meet Manager File
- Importing Entries
- Running Reports
- Tips & Tricks

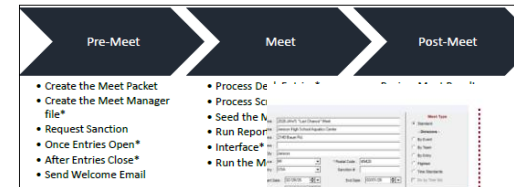
• Timing Adjustments

- Timing Adjustment Ref Guide (USAS)
- Determine the Official Time (MS)

Mission Statement

With INTEGRITY, INCLUSION, and the highest degree of EDUCATION we will instantiate EXCELLENCE to qualify officials who are competent, consistent, and current from the LSC level to the highest levels in our sport by using a progressive teaching and mentoring program.

Timeline



Pre-Meet

Create the Meet Packet

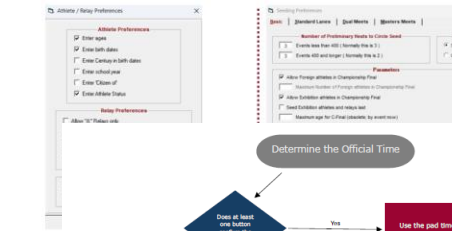
- Get started four (4) months prior to meet
- Always start with [template](#) on Michigan Swimming
- Template
- Can be created by:
 - o Meet Host
 - o Meet Director
 - o Meet Referee
 - o Administrative Official (recommended)
- Only fill in the blanks. Do not add additional lanes

Rev. 12/2025

Go to File > Open / New
Next to File name enter name of meet
Click Open

Complete screen as specified in Meet Packet
Click OK

Open Date is 28 days prior to the start of your meet.
Deadline is 7 days prior to the start of your meet.



1. Go
2. Sel
3. Cli

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

The new USA Swimming rule change in 102.24.4B 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 **HEAT MALFUNCTION** the differential calculations as required in 102.24.4C 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:

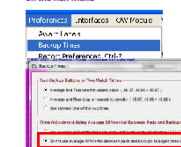
- Timers: Accurate buttons and watches; swimmer soft or missed pad touch
- OOF Judges: Accurate order
- Both: Anything peculiar about this situation

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 button 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 4.0 & MM 5.0 Preferences on the Run Menu



Never mix data from different timing systems when d

MM 6.0 on the Setup Screen



TouchPad on the Enter Results screen select Timer

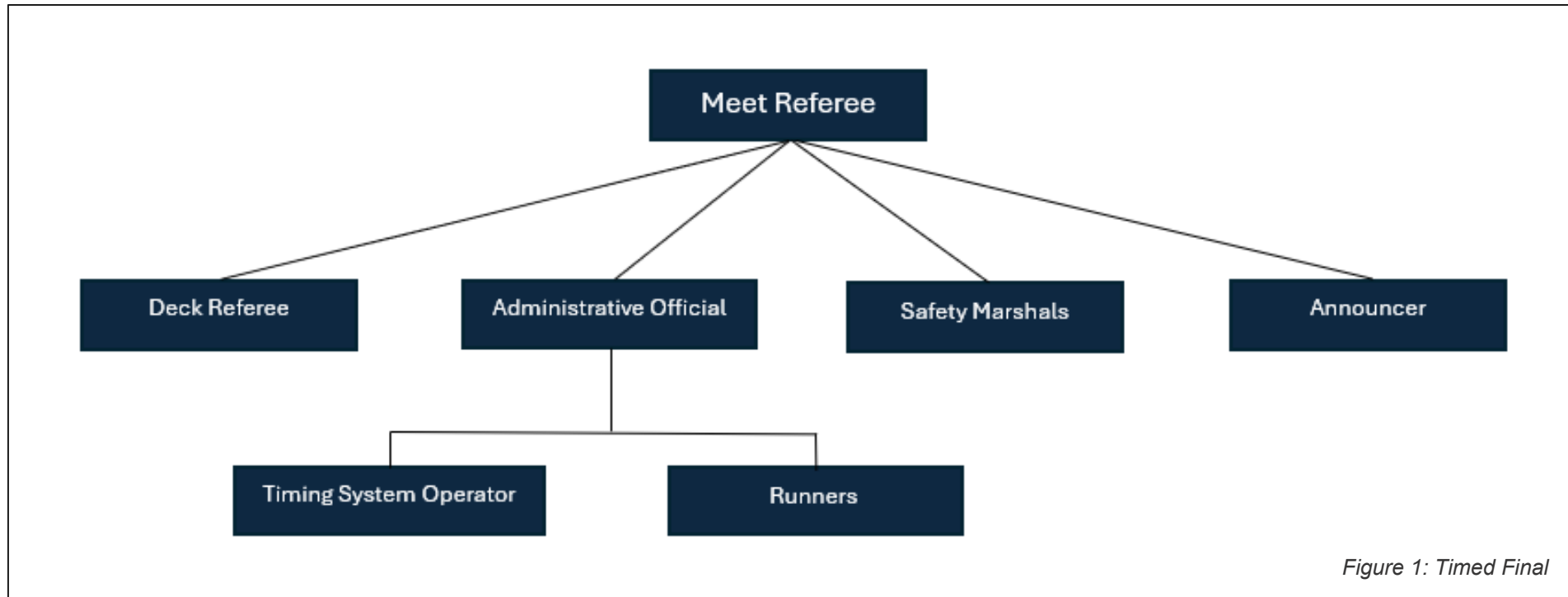


Michigan Swimming Officials - Administrative Official Resources

Timing Systems & Adjustments

Presenter: Terri Clark

Meet Operations Structure



102.14.2C Administrative Official

- Shall be **responsible to the Referee** for determination and recording of official time.
- (3) Unless otherwise directed, **notifying the Referee** whenever a time obtained by the *primary timing system* cannot be used as the Official Time.

102.23 Timing Rules

Types of Timing Systems

- **Automatic** - A timing system activated by a starting device and stopped at the finish by the swimmer touching the touchpad
- **Semi-Automatic** - A timing system activated by a starting device and stopped by buttons pushed by timers at the finish touch of the swimmer
- **Manual** - A timing system consisting of individual lane timers, each operating a manual watch that is both started and stopped by the timer

Timing Designations	Primary	Secondary	Tertiary
Pads, Buttons, Watches	Automatic = pad times	Semi-Automatic = button times	Manual = watch times
Buttons, Watches	Semi-Automatic = button times	Manual = watch times	None
Watches Only	Manual = watch times	None	None



Never mix data from different timing systems when doing timing adjustments!

Rules & Regulations Update

Presenter: Holly Russell

Rules & Regulations Update

USA SWIMMING
RULES & REGULATIONS COMMITTEE
ACTIONS TAKEN ON PROPOSED AMENDMENTS
September 27, 2025

No.	Description	Location	Action
R-1	To update the current definition of disability.	OFFICIAL GLOSSARY 105.1 701.24	Adopted
R-2	To modify the jurisdiction of the starting position from the Starter to the Starter or Stroke and Turn Judge.	101.1	Adopted
R-3	To provide additional competition opportunities for 15-18 swimmers, aligning with World Aquatics and the addition of 50s of stroke into the LA28 Olympics.	102.1	Adopted
R-4	To provide uniform procedures for Administrative Officials, based on current practices, when it is found that swimmers have been over-entered and/or competed beyond allowable limits.	102.2	Adopted
R-5	To provide a swimmer the option of a counter in the 16 length 400 SCM freestyle race. This would especially benefit younger and newer swimmers.	102.6	Adopted
R-6	To clarify technical swimsuit restrictions for 12 & Under athletes.	102.8	Adopted
R-7	To clarify which distances and strokes are recognized for American and United States Open Records.	104.2	Adopted
R-8	To make it easier for athletes to achieve results when the LSC cannot obtain enough officials for observed meets.	202.8	Defeated
R-9	To align with current practices and to allow the Senior Development Committee the ability to evaluate Futures Championships each year for the best opportunities for the athletes.	204.10	Adopted
R-10	To clarify that 12 & Under athletes shall only swim in one preliminary session and the related finals when preliminaries and finals are contested.	205.3	Adopted
R-11	To align athlete representation on the Coach Advisory Council with other similar committees.	501.1.2	Adopted
R-12	To allow for Potomac Valley Swimming to sanction meets in a territory occupied by Potomac Valley Swimming clubs.	603.2	Defeated
R-13	To bring LSC Bylaws into alignment and conformity with USA Swimming desired practices.	7.4.3 7.4.4 Required LSC Bylaws	Adopted

R-4 Handling Entries and Achieved Times when Exceeding the Entry Limits

Rule 102.2 establishes entry limitations for both timed finals and prelims/finals meets. The amended language specifies how to handle entries that exceed the entry limits and it specifies how to handles times achieved when the number of swims exceeds the entry limits. Unless explicitly stated otherwise in the meet announcement, the following procedures should be followed.

- “ . . . a swimmer found, prior to seeding, to have exceeded the session, daily, or overall meet entry limit shall be scratched from any and all events that occur beyond the allowable limit, in the order the events are contested.”
- “ . . . a swimmer found to have competed in events beyond entry limits shall be administratively disqualified from any and all events that were swum beyond the allowable limit.”

[FINAL Rules and Regulations Updates 20251014.docx](#)

Sanctioning Updates & Reminders

Presenter: Randy Hall

Sanctioning Reminders

- Fee Structure – Please be aware of the current fee structure. The maximum fees are now higher, but many are copying fees from previous meets, not realizing that higher fees are allowed. This will be important when the new swimming surcharge rules go into effect.*
- Meet Packets – Make sure, if copying language from previous meets, that you use the current meet template.†
- Time Trial Sanctions – if you would like to offer time trials at your meet, including this information at the time of sanctioning is preferred.
- If the Meet Referee or AO does not work any part of the meet, let me know so that I can record this information.
- 60 Day rule – submit the meet sanctioning materials 60 days prior. If there is an issue preventing this (need meet referee, pool issues, etc.), let me know.
- Unattached Swimmers – Change to UN in Meet Manager.

* [Michigan Swimming - Fee Schedule](#)

† [Michigan Swimming - Meet Host Resources](#)

Q & A



Closing Comments

Presenter: Holly Russell