



## ADMIN DESK WORKFLOW

The **Admin Desk** provides day of support to the meet manager, processing changes to the meet, and is the point of contact for coaches.

### Prior to the Session Start

Prep the admin table:

- Heat sheets for attending coaches
- Team entry lists (yellow paper) for scratches
- Deck entry forms
- Official Split forms
- Relay name forms (if relays are in session)

Confirm that heat sheets have been posted in the following areas:

- Window near change room door
- Whiteboard
- Black cork board in hallway

As coaches arrive:

- Speak to each coach and confirm their name on the **Coach Compliance List**
- Ensure coaches have their: Scratch/entry lists, heat sheets, and relay name cards (if applicable)

---

### During Warm Up

Handle **Scratches**:

- Submitted on a single team entry list
- Draw pencil line through swimmer on master heat sheet
- Give scratch list to **Recorder** for HyTek updates

Handle **Deck Entries**:

- Fill open lanes in normal seeding order and provide information to the recorder.
- Record in **deck entry log** and confirm payment
- Verify swimmer IDs with meet management if needed
- Inform coaches when the deck entry has been accepted

## Collapsing Heats:

- Check with the **session referee** regarding collapsing heats
- Combine heats to avoid a lone swimmer when possible
- Mixed-gender heats **may be combined** if necessary to prevent a lone swimmer
- Ensure the **Recorder alters the event in HyTek to indicate mixed gender**
- Inform only the **Referee** and the **coaches of the affected heats**
- **Do not combine 50 m heats** unless requested or if there is a lone swimmer
- **Pay close attention to para swimmers** when moving swimmers between heats; para swimmers are identified with codes on heat sheets and are often placed in specific lanes for safety
- Ensure swimmers are not disadvantaged by back-to-back races or other factors
- For **distance events (800 m and 1500 m)**, proactively confirm swimmer presence so heats can be collapsed if needed

---

## During the Session

Relays: Enter relay names and prepare **relay heat sheets** for officials *((See Common Hy-Tek Reports for more information.))*

Awards:

- Prep/ Pick up award labels (coordinate with **Recorder** regarding who will print these and when). Award labels should not be printed until all DQs from that event have been processed.
- Assemble ribbons/medals

Support Meet Manager/Coaches/Marshals:

- Provide forms to coaches as requested (e.g., protest forms)
- Report injuries from coaches or lifeguards
- Support Marshals if breaks or help are needed

---

## After the Session

Prep for next session:

- Confirm heat sheets for the next session are ready and posted in designated areas
- Ensure entry lists, forms, and relay cards, and heat sheets are ready for next session
- Secure collected money