Administrative Official 101 Clinic:
Introduction-What is an Admin?

What is an Admin Official?

Ensure fair & accurate times are recorded with **traceability**

Involved with all "dry" side details of the meet.

Works closely with/oversees administrative staff for the meet
- Meet Director
- Equipment person
- Entry Chair
- Software Operator (Hy-Tek/Meet Manager)
- Timing System Operator
- Clerk of Course

Helps ensure that meet processes are in alignment with the posted meet information.

Admin Official Philosophy

Use Meet Information as Your Guide

Don't reinvent the wheel
> Follow a "standard" process that all can follow
> Use standard forms

Be proactive
> Be alert for potential problems - minimize or eliminate them

Be approachable and helpful
> Customer service is KEY!

Maintain a paper trail
> Document why you did something, who did it – initials
> Provides an audit trail

Always keep the Meet Referee in the loop.

The Administrative Official

Combination of two roles

    Clerk of Course – putting the swimmers in the water

    Timing Judge – certifying official times

Clerk of Course

All the paperwork at the meet before the swimmers swim

        Check-In

        Seeding

        Preparation/distribution of lane timing sheets

        Preparation, posting, and distribution of heat sheets

Role can vary greatly by type of meet, host team and LSC practices

        Much of job is computerized

        Often tasks are done by a variety of people who are not officials

Clerk of Course (Con't)

Meets must be sanctioned, approved, or observed
for times to be considered official.

Sanctioned
Meet conducted in conformance with USA Swimming technical rules in which all must be members of USA-S

Approved
Meet conducted in conformance with USA Swimming technical rules in which both members and non-members of USA-S may compete

Observed
Meet conducted to rules other than USA Swimming technical rules (High School, NCAA, etc.) where USA certified officials observe swims for conformance with USA Swimming technical rules.

Clerk of Course – Meets (Con't)

Timed Finals
- One swim
- All swimmers ranked by time

Prelim/Finals
- Swimmers qualify to swim in finals
- Finals take place later that day or next day
- Times swum in prelims is used to for seeding finals

Clerk of Course – Meets (Con't)

Other – Found in Meet Announcement

 Type

- Dual meets
- Invitational
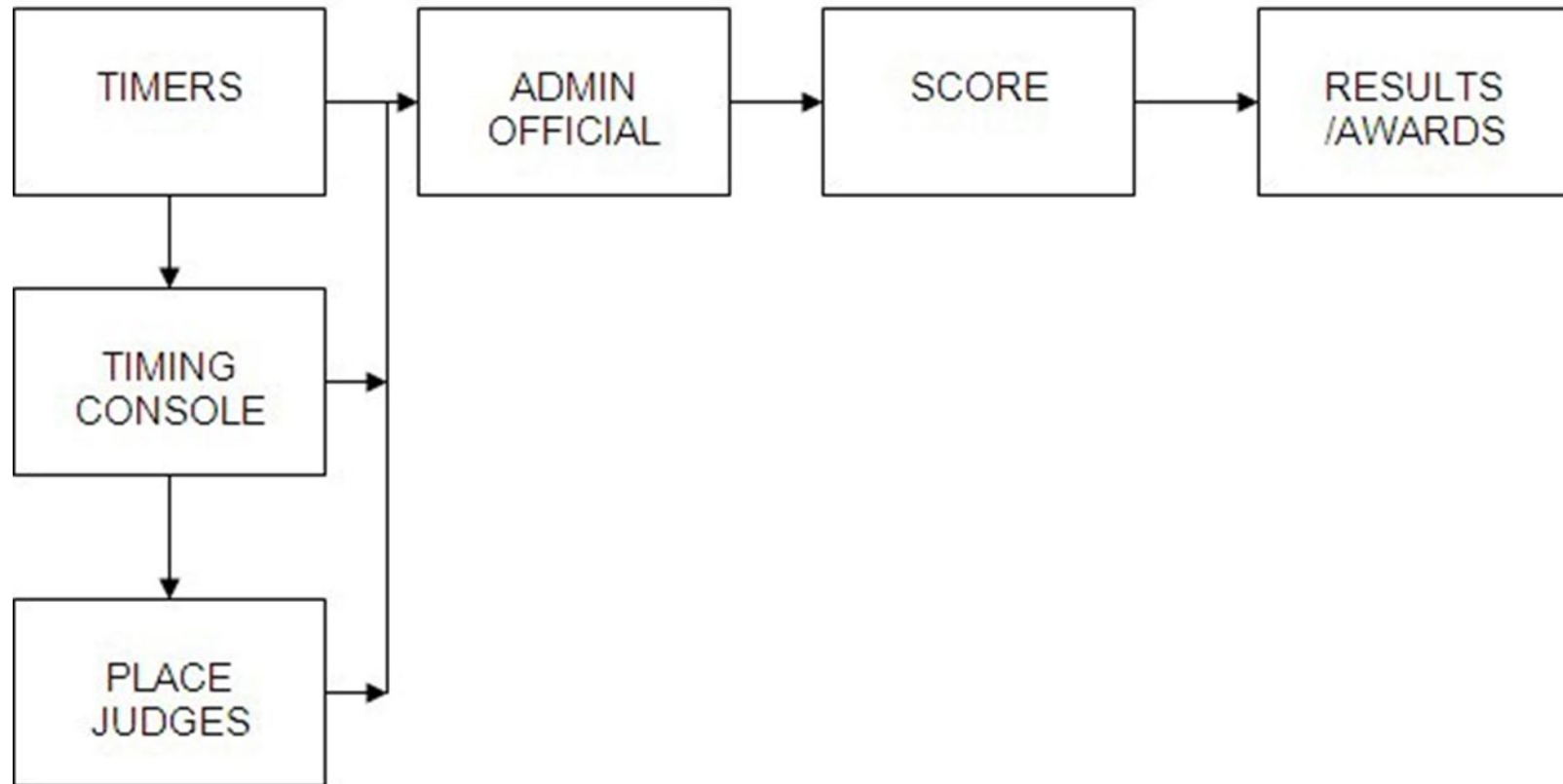- Open meets
- Championships

Entry requirements

- None = open
- By set qualifying time
  - ABC, AB, A+, State, Regional, etc.
- Age Group
  - Swimmers swim in the age group established for an event.
  - Open/Senior=any age

Timing Judge – Meet Paper Flow

Timing Judge – Times

Official Time

- No swimmer shall be required to re-swim a race due to equipment failure, which results in unrecorded or inaccurate time or place

- All times are reported to hundredths (.00) of a second; TRUNCATE - NO ROUNDING UP OR DOWN

Timing Judge - Times

Performance Requirements

- Official time achieved only in an USA Swimming sanctioned, approved, or observed competition
  - Any heat including time trials, swim-off, leadoff leg in a relay, split from official start (must finish prescribed distance; no DQ)
- Official time for an event or stroke can be achieved only in that event or stroke, or in an initial distance of that event or stroke
  - Times achieved in freestyle events, regardless of stroke swum, are recorded as freestyle times

Timing Judge – Timing Systems

Timing, Finish Systems

- **Automatic**
  - Clock starts with starter's signal; stops when swimmer touches timing pad
    - Most common systems-Colorado, Daktronics, Omega, SST
- **Semi-automatic**
  - Clock starts with starter's signal; stops when timer depresses button or plunger when swimmer touches timing pad/pool wall
- **Manual**
  - Clock starts manually by timer at starter's signal; stops when timer stops watch when swimmer

Timing Judge – Timing Designation

Primary

- Automatic timing
- Semi-automatic, with two or three buttons per lane, each operated by a separate timer
- Manual, with three watches per lane, each operated by a separate timer

Timing Judge – Timing Designation (Con't)

Secondary

- If watches are not primary system, need secondary system equal to or lower than the primary system
- Stationary overhead video cameras recording 100 images per second (cameras integrated with primary system)
- Semi-automatic, with one, two or three buttons per lane, each operated by a separate timer
- Manual, with one, two or three watches per lane, each operated by a separate timer

Timing Judge – Timing Designation (Con't)

Tertiary

Unless primary system is manual watches or secondary is video integrated with primary system or includes at least 1 manual watch, at least one manual watch per lane shall be provided

Timing Judge – Timing Designation (Con't)

- Except where the primary system consists of watches, each competition must have at least two timing systems – primary and secondary

- Secondary and tertiary times are recorded but not used except to corroborate or correct missing or inaccurate primary/secondary results

- Official times achieved as stated are valid for all entry time and recognition program purposes except:
  - World
  - American
  - US Open

  Can only be established with automatic timing systems, a back-up camera system, or semi-automatic system if the automatic system fails.

Timing Judge ~ Determining Official Times

Automatic Timing

- When recorded properly, the pad time shall be the official time

Semi-automatic and manual timing

- If two of the three buttons or watch times agree, that shall be the time for that timing system.
- If all three buttons or watches disagree, the time of the intermediate button or watch shall be the time for that timing system.
    If only two buttons or watch times are available, the time shall be the average of those two buttons or watch times. Digits representing thousandths of a second shall be dropped with NO rounding.
- If only one watch or button is available, the time of that button or watch shall be the time for that timing system.

Timing Judge ~ Adjusting for Timing System Differences

Primary Timing System Malfunction may have occurred if:

- Difference between pad & backup times are greater than 0.30 seconds **highlights a potential problem**, <u>or</u>

- Place Judge(s) report a different order of finish, <u>or</u>

- It is reported that the swimmer missed the touchpad or had a soft touch.

Never Take a Good Pad Time Away from a Swimmer!

Timing Judge ~ Adjusting for Timing System Differences (con't)

Adjustments in a Nutshell

- Watches close to pad – pad official
- Watches close to button – button official (average/median/single)
- Watches not close to pad or button – watch official (average/median/single)

- Late start of timing system
  - Average Watch – Pad; average; adjust pad

Timing Judge ~ Adjusting for Timing System Differences (con't)

- When using Automatic Timing: **"When recorded by properly operating automatic equipment, the pad time shall be the official time."** Rule 102.24.4A
  - You must prove the pad time incorrect
  - Use button times, watch times, order of finish
  - Which of the times do you consider accurate?
  - How consistent is the starter's order of finish?
  - Meet Manager makes this fast
  - **Practice makes for fluency and consistency**

Timing Judge ~ Adjusting for Timing System Differences (con't)

When an error occurs, try to fix the cause!

- If you are observing a malfunction in equipment, bring it to the attention of the person who can fix it.
- When it is operator error, speak to the timer, or notify the referee (determine the flow of information at the officials' meeting)

Timing Judge ~ Adjusting for Timing System Differences (con't)

Timing System Operator - Watches the clock start and finishes. Notes a late start and late touch.

Timing Judge (Admin Official) - Looks at the timing system sheets ASAP after the heat. Look for the following:

- Compare the pad and buttons.
- Look for the .30 discrepancy. Do not depend on the "*" on the printout.
- Look for ties between pad and button, examine if they occur often.
- Where there is a discrepancy, compare to watch times.

Timing Judge ~ Order of Finish

- Place and ranking by integration of official times, including those adjust within the rules
- Ties – official times identical to hundredths shall be ties, with swim-offs as required to determine qualifiers or alternates for consolation or final heats
  - Always be certain to notify the referee when preliminary results show ties to determine qualifiers or alternates for bonus, consolation, or final heats (e.g. A, B, C finals)
  - In timed finals, results are reported as a tie with both swimmers receiving the award for that place
- Judging – Place judging shall be used to change the order of finish produced by the ranking of official times ONLY IF:
  - Swimmers competed in same heat
  - Times obtained from automatic timing equipment are not available
  - Both place judges observed different relative order of finish and made a written record of their observation at the conclusion of the heat
  - All judge's decisions (JD) must be indicated in the meet results

Timing Judge ~ Disqualifications

A swimmer disqualified while swimming an event does not earn an official time. Rather, a DQ is designated on the event results.

Meet Manager Setup ~ 8.0

Splits

Relay lead-off

When recorded by the automatic timing system, are automatically stored in SWIMS database and may be used as official times. These splits do not need to be requested by the coach or the swimmer. It is up to the meet referee to determine if relay lead- offs should not be uploaded due to timing issues and that information must be communicated with the meet back-up file.

Initial Distance

Splits from an initial distance of a longer event that is swum in accordance with USA Swimming Rules and Regulations and timed by an automatic timing system will only be recorded in the SWIMS database if requested by the coach or the swimmer. It is preferable that the request be made prior to the event being swum.

Next Steps

- **On-Deck Training**
  - Link to the Administrative Official Apprentice Form [HERE](#) from MNSI website
  - Track your 4 shadow sessions and progress to becoming an administrative official!
  - Recommend multiple meets working with multiple mentors – Goal is to see and learn A LOT!

- **Online Testing**
  - Once registered with USA Swimming, log in to access the online testing [HERE](#) from the USA Swimming University website.
  - Test is good for 2 years – Re-certification test is required every 2 years.

Minnesota Swimming
Requirements for Becoming an Official

Testing the 'water'?

There are some costs for becoming an official BUT there are 2 options available when starting out.

1) Apprentice Official (NO FEES)
- ❑ You can start on deck <u>without</u> paying the fees
- ❑ You have 60 days to pay the fees and meet APT, Background Check, Athlete Protection Training

2) Official (FEES apply at time of registration)
- ❑ Requires Background Check
- ❑ Concussion Training
- ❑ Athlete Protection Training

Additional Resources

- **USA Swimming Website:** www.usaswimming.org
    - Officials Tab – Training, Documents, Applications
    - Test & Rule Book (Administrative Official Test)
    - National Certification and Evaluation Tab
        - The "Professional" Administrative Official Document

- **MN Swimming Website:** www.mnswim.org
    - Meet to apprentice at (Always read your meet info before going to a meet.)

QUESTIONS?

The best way to learn is to practice – at meets!

Get a meet manager license from your club or LSC, download a meet back-up and play around a bit.

Contact us anytime with questions OR to be added to Tracy's Admin DropBox folder
(I ask that you add whatever you'd like...don't delete what others have created)

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