Admin 201:
More Than Wild Guesses, Assumptions and Just Making Up Times??

Minnesota Swimming Officials
Training Class

Agenda

Admin 101 covered:

- What is an Admin Official?
- Pre-Meet Responsibilities/Checking Meet File for Errors

Admin 201 will discuss:

- Summary of Rules & Regulations
- Position Responsibilities & Best Practices

This is NOT a class on how to run the computer... if something like that would be of interest, please let me know and we can set that up for teams and officials!
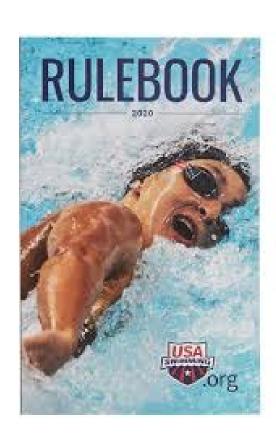
SUMMARY OF
RULES & REGULATIONS

PERTINENT RULEBOOK SECTIONS

- Glossary
- Article 101 – 105: Technical Rules
- Article 201 & 202: Classes of Competition, Sanctions & Approvals
- Article 204 & 205: Senior Program, Age Group Program
- Article 207: USA Swimming Championships
- Article 304 & 305: Code of Conduct, Athlete Protection
- Article 502: Membership
- Article 701 & 702: Open Water
- USMS Rules

AGE-GROUP STANDARDS

- Swimmers must be members of USA swimming, except as defined in 202.6 for foreign swimmers.

- Eligibility to compete in a particular age-group is determined by their date of birth on the first day of the meet.

- **For swimmers 12 years and younger, sessions must be completed within 4 hours except for championship and open water events.**

- Provisions in meet announcement are rules governing the meet as long as they are not in conflict with USA Swimming rules.

- Scratches / no-show policies and penalties will be established in the meet announcement. Common MNSI & mandatory USA Swimming Championship policies are 207.11.6 → *No-show swimmers "… will be barred from all further individual and relay events of that day"* → See MNSI Scratch Rule

NUMBER OF EVENTS

- Preliminaries & Finals Meet – *3 individual events per day*

- **Timed Finals Meet –** *6 individual events per day USA Swimming*

- Combined Preliminary / Final Events & Timed Finals -- *3 individual events per day unless entered exclusively in timed final events*

- Mixed Classification Meet – *May enter in age-group & other classification as long as maximum number is not exceeded*

- Maximum number of events can be reduced by the meet announcement

RELAYS

- Relay teams may not compete as unattached and the team members must be from the same team/club
- Clubs with 2 or more relays must classify them as A, B, etc.
- Mixed relays must be comprised of 2 male & 2 females to be a legal relay.
- Times for relay should be provided and no changes permitted after entry
- Composition of relay team may change between prelims & finals
- Names & order must be <u>submitted</u> prior to the start of the heat & no changes are permitted after the start of the race – even to lane timer
- It is important to get all the relay names in the data base correctly
  - Need names to check eligibility
  - A relay without names won't load into SWIMS
- When do you want names due? (ex: 1 hour before the event)

LANE ASSIGNMENTS

- Lane assignment is based on seed times descending from fastest to slowest starting from the center lane

- Lane assignment of same times (0.01) are determined by draw except in some cases for finals (where a tie could create doubt as to who is eligible)

										Lanes in Pool
				4	2	1	3	5		5
			6	4	2	1	3	5		6
		6	4	2	1	3	5	7		7
	8	6	4	2	1	3	5	7		8
8	6	4	2	1	3	5	7	9		9
10	8	6	4	2	1	3	5	7	9	10
10	9	8	7	6	5	4	3	2	1	< Lane

TIMED FINALS SEEDING

- Swimmers shall be listed fastest to slowest with order of identical times determined by draw & "no-times" considered the slowest

- Horizontal Seeding -- Last heat includes swimmers with fastest submitted times, next to last heat includes next fastest swimmers, etc. *UNLESS MEET ANNOUNCEMENT HAS SEEDING AS FASTEST TO SLOWEST*

- All heats seeded according to standard lane assignments

- No heat **initially** seeded with less than 3 swimmers (2 or more heats)

- Places are determined on time basis

- No attempt to resolve ties (0.01) & tied swimmers are awarded the same place (ex: 2 swimmers tie for 3rd place - both are awarded 3rd place, no one is awarded 4th)

PRELIMINARY SESSION SEEDING

- For Preliminary events, swimmers shall be listed fastest to slowest with order of identical times determined by draw & "no-times" considered the slowest

- Circle Seeding
  - ✓ Last 3 heats – Fastest swimmer in last heat, second fastest in 2nd last heat, third fastest in 3rd last heat, fourth fastest in fastest heat, etc. for < 400 **yards**; for 400 and above, circle seed two fastest heats.
  - ✓ All other heats seeded according to standard lane assignments *[Horizontal Seeding] UNLESS MEET ANNOUNCEMENT HAS SEEDING AS FASTEST TO SLOWEST* (in which case the first heat is the fastest heat, last heat is slowest heat)

- No heat initially seeded with less than 3 swimmers (for 2+ heats)

- A swim-off is performed when 2 or more swimmers have achieved the same time (to 0.01 sec) & seeding would result in placing in different heats for finals (e.g. tied for 8th in an 8 lane pool)

FINALS SESSION SEEDING

- Final seeding is based on times achieved in preliminary sessions after any swim-offs (Note – there may be more than one preliminary session before a finals session)

- Finals heats may be seeded with less than 3 swimmers

  - Always fill finals heats from fastest (championship) heat to slowest (bonus or consolation) heat

ORDER OF HEATS

- *Normally* swum slowest to fastest

- Preliminaries or Timed Finals -- *Normal order of heats may be reversed by swimming fastest heat first*

- Finals -- *Order of B & C (consolations & bonus) heats may be reversed and swum following the A (final) heat*

- Sometimes events and heats may alternate (e.g. Women's 800 Free Heat 1, Mens' 1500 Free Heat 1, Women's 800 Free Heat 2, Men's 1500 Free Heat 2, Women's 800 Free Heat 3, …)

- **Order of heats must be designated in advance in the meet announcement**

- You will RARELY have to manually seed an event, but you should know how.

OFFICIAL TIMES

- Official times can be achieved during – 1) Any heat, 2) Swim-off, 3) Legal lead-off leg of relay, 4) Time trial, and/or 5) Split time from official start to completion of an initial distance of a longer length (provided event is legally completed). For disqualified relays, the lead-off split is a legal split providing the lead-off swimmer is not the reason the relay was DQ'd (false start, stroke violation)

- Times are for event swum regardless of stroke performed (Ex: Any stroke performed in a Freestyle event is a freestyle time)

- All times shall be resolved to 0.01 seconds with digits representing thousands dropped with no rounding

- Backup timing must be provided except when watches are the primary system

- No swimmers are required to reswim in the event of equipment failure

- Secondary & tertiary times are recorded, but only used to corroborate or correct missing or inaccurate primary results.

TIMING EQUIPMENT

- **Fully Automatic (Pads)**
  - ✓ Primary: Touchpads
  - ✓ Secondary: Button(s)
  - ✓ Tertiary: Watches

- **Semi-automatic (Buttons) or (approved) cameras**
  - ✓ Primary: Two Buttons per lane
  - ✓ Secondary: Watches

- **Manual (Stopwatch)**
  - ✓ Primary: Three watches per lane

- **May use Combination**
  - ✓ Automatic system for 50s and longer
  - ✓ Watches for 25s

TIMING SYSTEM PRIORITIES

Primary System

- Determines official time *unless malfunction determined*
- Options
  - ✓ Automatic timing
  - ✓ Semi-automatic – 2 or 3 buttons per lane, each operated by separate person
  - ✓ Manual – 3 watches per lane, each operated by a separate person

Secondary System

- Must be used unless watches are primary
- Precedence equal to or lower than primary system
- Options
  - ✓ Semi-automatic – 1, 2 or 3 buttons per lane
  - ✓ Manual – 1, 2 or 3 watches per lane

Tertiary System

- At least 1 manual watch must be provided - unless primary or secondary system is watches or secondary system is video system
- If using pads and buttons, still require at least one watch per lane

TIMING JUDGE

- Determining the official time is one of the most important jobs of the Administrative Office
  - Rule 102.24 – 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.
  - Use common sense and a consistent procedure.
  - BUT – don't get wrapped up in the procedures and make a good primary time into a bad time!

Admin Responsibilities
&
Best Practices

FORMS

OFFICIAL SPLIT REQUEST

DATE _____

MEET NAME_____

ATHLETE_____

CLUB OR
AFFILIATION _____

REQUESTED
SPLIT DISTANCE _____

REQUESTED
SPLIT STROKE _____

SPLIT TO BE TAKEN FROM		
EVENT NO.	HEAT	LANE

SPLIT INFORMATION

TIMING SYSTEM RACE #_____

PAD TIME: _____:_____._____

WATCH TIME: _____:_____._____

SPLIT ASSIGNED TO EVENT #: _____

OFFICIAL SPLIT TIME	: .

_____
ENTERED INTO MM COMPUTER BY

_____
ADMIN REFEREE/OFFICIAL SIGNATURE

DATE _____/_____/_____

Number of different sources for checklists, forms and templates:

- **USA Swimming Website:**
https://www.usaswimming.org/officials/popular-resources/officials-documents

- **Meet Manager:**
  - Distance Counting Sheets, Officials Assignment Forms, DQ log, Relay Take Off slips, etc.

- **MNSI Website**

- **DQ Slips**

- **Other AO/AR's:**
  Request access to Tracy's Admin DropBox folder

WORK-FLOW AND PRIORITIES

- As an Administrative Official, you are required to balance priorities and deadlines while maintaining quality and accuracy
  - Allocate work if you have an admin team
  - Maintain consistency
- You can not sacrifice quality and accuracy, but you also can't ignore deadlines

- Example 1 Prioritize Tasks
  - ✓ At a Prelims/Finals meet, processing preliminary event results are a very high priority
  - ✓ At a timed finals meet, processing results have no real time pressure and may have a lower priority

- Example 2 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
  - ✓ Heat sheets for coaches, then timer sheets, then heat sheets for officials

MEET ENTRIES

Entry Chair for the meet handles club entries & loads them into Meet Manager…Unless You are the Entry Chair, this will be done prior to your arrival at the table [At minimum verify the following:]

- Entry components
  - ✓ On paper (by hand, manual)
  - ✓ From Hy-Tek, TeamUnify or other electronic means
  - ✓ OME (USA-S Online Meet Entry)

- Managing Entries
  - ✓ Hanging files by team
  - ✓ Dedicated folders in email, computer

- Monitoring
  - ✓ Time limits, entry limits, meet size
  - ✓ Session reports

- Checking Entries
  - ✓ Error and exception reprts
  - ✓ Hy-Tek – wrong age group, qual times, etc.
  - ✓ USA-S – reg issues, proof of time
  - ✓ Psych sheets
  - ✓ More eyes are better than two

- Changing Entries
  - ✓ Maintain integrity of database
  - ✓ Paper trail – Computer Change Form
  - ✓ Document any changes
  - ✓ Forms on MNSI and USA-S website

EVENT SEEDING

Pre-Seeded *[most common form in MN Swimming]*

- After entry deadline, seed all events
  - ✓ Print heat sheets, lane timer sheets, session reports
  - ✓ Timelines
  - ✓ Back up meet!!!!!

- Do NOT reseed events after printing heat sheets

- NT's assigned randomly to lanes…
  - re-seeding will result in CHANGES

- Missing swimmers will result in empty lanes

Deck Seeded *[typical @ Prelim/final meets]*

- Advance preparation and staffing
  - ✓ Print lists for check-in
  - ✓ Psych sheet
  - ✓ Print lists by gender, by age group, by time or alphabetically; by team?

- Ensure accuracy
  - ✓ Must be able to tell check-ins, scratches and no shows
  - ✓ Process scratches
  - ✓ Backup!!

- Print meet programs (heat sheets)
  - ✓ Give to meet management for copying and distribution
  - ✓ Print lane timer sheets and session report (timeline)
  - ✓ Download events to timing system and scoreboard

SEEDING ISSUES / PROBLEMS

- **<u>Late or Forgotten Check-in</u>**

  - Determine Meet Referee's preference

  - Be CONSISTENT and FAIR

  - Communicate with ALL the people who need to know

    - ✓ Meet Ref
    - ✓ Announcer
    - ✓ Deck Referee
    - ✓ Timing console, computer operator
    - ✓ Timers
    - ✓ Coaches

<u>Entry Problems</u> *[Not caused by Athlete or Club]*

- Track down reason for error

- Don't punish an athlete for a clerical mistake

- Find a place for him/her to swim

- Create a new heat if necessary

- **Reseed ONLY if necessary** (CLEARLY MARK THE RESEED)

- Communicate to all who need to know

RESEEDING

If you <u>MUST</u> need to reseed...

- Consider gravity of situation *[i.e. First meet of season vs. Championship]*
  - ✓ Seek input from Meet Ref
  - ✓ Consult with/listen to coaches
  - ✓ Put swimmer(s) in empty lane in early heat vs. reseeding for correct placement

- Reseeding
  - ✓ Make correction or adjustment, and reprint meet program **for that event only**
  - ✓ Mark as **RESEED**
  - ✓ Copy on colored paper -- **Different color for each event if multiple reseeds**
  - ✓ Announce reseed, availability of reseeded programs, post near blocks
  - ✓ **Print new lane timer sheets**
  - ✓ Distribute heat sheets to deck officials, timing system operator, announcer and timers

COMMUNICATION IS KEY
WHEN YOU RESEED

TIMING JUDGE PROTOCOLS

- Watch the **clock starts and finishes ...** Note a late start or late touch(es)

- Review **times as they are imported** into Meet Manager

- Is there a **consistent** pad or button **malfunction**?

- While waiting for lane timer sheets, print CALC screen reports for heats with potential timing adjustments

- Review **lane timer sheets** ASAP after the event and **compare** to meet software data

Adjustment Guidelines

- 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**

PRIMARY TIMING SYSTEM MALFUNCTION

- 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!

- Computer programs help this task
- **Never mix watch and button times!!**

TIMING MALFUNCTION ADJUSTMENT - LANE

• For Meet Manager – make sure the meet is set up to follow USA Swimming/FINA timing rules!

• Use the backup time (do not correct)
- *Average of buttons or middle button time if three buttons used*
- *If no button –*
    - *Average of watches or middle watch time if three watches used*

• Verify against order of finish

• Note the change and why on timing system printout

PRIMARY TIMES SUPPORTED BY TWO BACKUP BUTTONS
AKA a "Clean Heat"

- This is what is supposed to happen!
- If one backup button – verify order of finish and watch time and/or ask if there were any soft touches

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
2:44.05	2:49.82	☐	☐		2:49.70			5	30		
2:42.69	2:49.38	☐	☐		2:49.54			3	28		
2:42.20	2:53.59	☐	☐		2:53.53			8	38		
2:40.87	2:51.01	☐	☐		2:50.95			7	33		
2:41.41	2:49.62	☐	☐		2:49.55			4	29		
2:42.36	2:50.21	☐	☐		2:50.07			6	31		
2:43.11	2:42.03	☐	☐		2:42.08			1	17		
2:44.33	2:42.67	☐	☐		2:42.71			2	19		

Heat 3 of 6 == Finals == Event 15 Women 200 Yard Breaststroke

- **AdjStat** column shows adjustment status:
  - Blank
  - ?: Needs research
  - A: Time Adjusted
  - K: Pad time verified OK

PRIMARY TIMES SUPPORTED BY TWO BACKUP BUTTONS
Colorado Timing System Printout Sample

```
====> 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

         Lane 1     Lane 2     Lane 3     Lane 4     Lane 5     Lane 6     Lane 7     Lane 8
Backup  1:35.93    1:36.69    1:38.13    1:37.62    1:38.63    1:39.09    1:39.54    1:39.92
Btn. A  1:35.78    1:36.57    1:38.01    1:37.47    1:38.50    1:38.95    1:39.41    1:39.79
Btn. B  1:35.80    1:36.55    1:38.00    1:37.49    1:38.51    1:38.96    1:39.36    1:39.79
Btn. C  1:35.83    1:36.56    1:38.00    1:37.50    1:38.51    1:38.97    1:39.41    1:39.78
React
Average Pad to Backup Delta time: -.13
====> Sys6 v1.208 <===================================================> Colorado Time System 6 <==
```

This example shows how multiple buttons will be displayed on the CTS printout...Note: This shows that the Automatic Backup Time Adjustment was NOT turned off...This should be done prior to a USA Swimming Sanctioned Meet.

- Pad times for all lanes
- Backup buttons agree with pad times to within 0.3 seconds
- Pool using 3 buttons

BACKUP BUTTONS DISAGREE...ONE SUPPORTS PRIMARY TIME

- Usually a valid time, verify with Order of Finish and watch time, ask about soft touches

- Don't 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		

No Backup Buttons

- Need to verify Order Of Finish and watch times. Ask about soft touches

- If pad is not verified by the watch and OOF, DO NOT enter the watch time(s) into the button fields. Annotate what you are doing and enter the watch time (or average watch time) as the Finals Time on the timing system printout.

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	6:19.09	☐	☐		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		

No Backup Buttons
Colorado Timing System Printout Sample

```
                                               Event: 31              Heat: 1

        |------------( Lane Number
        |   |--------( Lengths
        |   |   |----( Time
        |   |   |

4)   2     21.70    5)   2    22.16    2)   2    23.51    7)   2    24.44    6)   2    28.42
4)   4     42.67    5)   4    43.86    2)   4    46.62    7)   4    48.08    4)   6  1:04.39
5)   6   1:05.79    2)   6  1:09.66    6)   4  1:11.82    3)   2  1:14.70    4)   8  1:26.78
5)   8   1:27.31    2)   8  1:33.50

=====> Sys6 v1.232 <=====================================================> Colorado Time System 6 <=====


=====> RACE SUMMARY <================> 2020 MN RSC Summer S <=================> Race [0034] <=====
                                                                   Saturday 15-Aug-20 11:47:11 am
                           200 Boys 15 & Over Freestyle Relay Final
                                 Event: 31          Heat: 1

              ----- BY LANE -----                        ----- BY PLACE ----
              Lane   Place   Time                        Place   Lane    Time

                2      3    1:33.50                         1      4    1:26.78
                4      1    1:26.78                         2      5    1:27.31
                5      2    1:27.31                         3      2    1:33.50
                7      4    -48.08-   |1:37.51|             4      7     48.08

        Lane 2       Lane 4       Lane 5   / Lane 7
Backup 1:33.54     1:26.72      1:27.01
Btn. A 1:33.54     1:26.72      1:27.01
Btn. B
Btn. C

React
=====> Sys6 v1.232 <=====================================================> Colorado Time System 6 <=====
```

OOF - 4527

LANE MALFUNCTION (LATE PAD)

• May need to verify with Order of Finish and watch time. Use average of buttons if there are two, middle value if there are three.

	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	
	1:37.19	1:37.32	☐	☐		1:37.26		
	1:35.55	1:30.98	☐	☐		1:30.94		
	1:35.08	1:25.83	☐	☐		1:25.75		
	1:34.78	1:33.74	☐	☐		1:33.10		
	1:34.86	1:32.02	☐	☐		1:31.88		
	1:35.21	1:37.81	☐	☐		1:37.69		
	1:35.85	1:28.93	☐	☐		1:29.19		
	1:37.29	1:44.82	☐	☐		1:45.06		

(Header: f 4 == Finals == Event 15 Girls 10 and Under 100 LC Me)

LANE MALFUNCTION (LATE PAD)
Other Reports – Colorado Timing System

```
=====> Race History <===============> Jeffrey S Mace Memor <===============> Race [0090] <=====
                                                                        Friday 24-Jun-16 5:00:48 pm
                          100 Girls 10 & Under Backstroke Final
                                Event: 15            Heat: 1

   |-----------( Lane Number
   |    |-------( Lengths
   |    |   |---( Time
 7)  1     42.32   3)  1     42.41   2)  1     44.00   5)  1     44.20   4)  1     44.51
 1)  1     46.42   6)  1     47.71   8)  1     49.70   3)  2  1:25.83   7)  2  1:28.93
 2)  2  1:30.98   5)  2  1:32.02   4)  2  1:33.74   1)  2  1:37.32   6)  2  1:37.81
 8)  2  1:44.82

=====> Sys6 v1.232 <==============================================> Colorado Time System 6 <=====

=====> RACE SUMMARY <===============> Jeffrey S Mace Memor <===============> Race [0090] <=====
                                                                        Friday 24-Jun-16 5:00:48 pm
                          100 Girls 10 & Under Backstroke Final
                                Event: 15            Heat: 1

              ----- BY LANE -----                      ----- BY PLACE ----
              Lane  Place  Time     Backup             Place Lane   Time       Backup

               1      6   1:37.32                        1     3   1:25.83
               2      3   1:30.98                        2     7   1:28.93
               3      1   1:25.83                        3     2   1:30.98
               4      5   1:33.74   (1:33.10)            4     5   1:32.02
               5      4   1:32.02                        5     4   1:33.74    (1:33.10)
               6      7   1:37.81                        6     1   1:37.32
               7      2   1:28.93                        7     6   1:37.81
               8      8   1:44.82                        8     8   1:44.82

        Lane 1      Lane 2      Lane 3      Lane 4      Lane 5      Lane 6      Lane 7      Lane 8
Backup 1:37.26    1:30.94     1:25.75     (1:33.10)   1:31.88     1:37.69     1:29.19     1:45.06
Btn. A 1:37.26    1:30.94     1:25.75     1:33.10     1:31.88     1:37.69     1:29.19     1:45.06
Btn. B
Btn. C
```

LANE MALFUNCTION (LATE PAD)
Other Reports – MM Calc Screen

Time Adjustment - #15 Girls 10 & Under 100 LC Meter Backstroke - 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	
☑	1	1:37.32	1:37.26			1:37.26	0.06		1:37.32	
☑	2	1:30.98	1:30.94			1:30.94	0.04		1:30.98	
☑	3	1:25.83	1:25.75			1:25.75	0.08		1:25.83	
☑	4	1:33.74	1:33.10			1:33.10	0.64	y	1:33.10	
☑	5	1:32.02	1:31.88			1:31.88	0.14		1:32.02	
☑	6	1:37.81	1:37.69			1:37.69	0.12		1:37.81	
☑	7	1:28.93	1:29.19			1:29.19	-0.26		1:28.93	
☑	8	1:44.82	1:45.06			1:45.06	-0.24		1:44.82	

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.
Yellow = Caluated 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

Restore Pads : Ctrl-P
Calc : Ctrl-K
4 == Finals == Event

LANE MALFUNCTION (LATE PAD)
Other Reports – MM Calc Screen/Printout

```
Sonny Werblin Rec. Center - Site License          HY-TEK's MEET MANAGER 6.0 - 10-13-2016  Page 1
            Jeffrey S Mace Memorial Summer Sizzle XXVI - 06-24-2016 to 06-26-2016
                    Real time results at www.besmarttinc.com and Meet Mobile
                         Follow Be Smartt Inc on Facebook and Twitter!
                            Lane Adjustment Using Backup Times


Time Adjustment - #15 Girls 10 & Under 100 LC Meter Backstroke - Heat 1

Use Lane    Primary     Button 1    Button 2    Button 3 ButtonCalc Difference    Adjusted
=== ====  ==========  ==========  ==========  ========== ========== ==========  ==========
Yes    1    1:37.32     1:37.26                            1:37.26        0.06     1:37.32
Yes    2    1:30.98     1:30.94                            1:30.94        0.04     1:30.98
Yes    3    1:25.83     1:25.75                            1:25.75        0.08     1:25.83
Yes    4    1:33.74     1:33.10                            1:33.10        0.64     1:33.10
Yes    5    1:32.02     1:31.88                            1:31.88        0.14     1:32.02
Yes    6    1:37.81     1:37.69                            1:37.69        0.12     1:37.81
Yes    7    1:28.93     1:29.19                            1:29.19       -0.26     1:28.93
Yes    8    1:44.82     1:45.06                            1:45.06       -0.24     1:44.82

    Preference is set to NOT use Pad and Backup Differentials to adjust times.
```
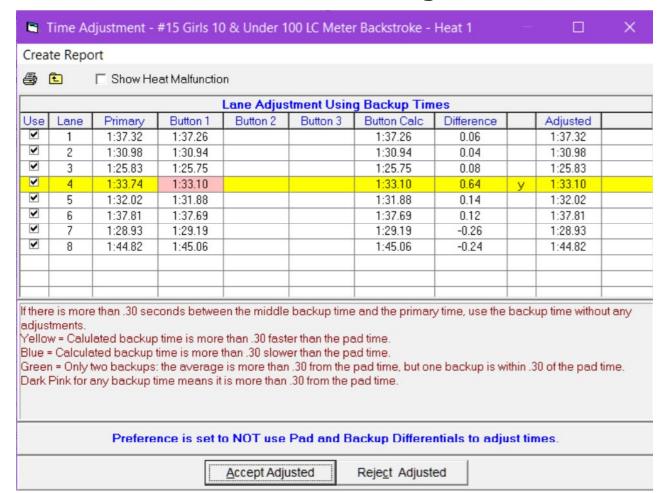
LANE MALFUNCTION (LATE PAD) Adjustment

Time Adjustment - #15 Girls 10 & Under 100 LC Meter Backstroke - 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	
☑	1	1:37.32	1:37.26			1:37.26	0.06		1:37.32	
☑	2	1:30.98	1:30.94			1:30.94	0.04		1:30.98	
☑	3	1:25.83	1:25.75			1:25.75	0.08		1:25.83	
☑	4	1:33.74	1:33.10			1:33.10	0.64	y	1:33.10	
☑	5	1:32.02	1:31.88			1:31.88	0.14		1:32.02	
☑	6	1:37.81	1:37.69			1:37.69	0.12		1:37.81	
☑	7	1:28.93	1:29.19			1:29.19	-0.26		1:28.93	
☑	8	1:44.82	1:45.06			1:45.06	-0.24		1:44.82	

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]

- Need watch times from lane times: 1:33.10, 1:33.03
- Backup times support the button
- **Don't use watch times for anything else**
- **Accept Adjusted**

LANE MALFUNCTION (LATE PAD) Adjustment

s == Event 15 Girls 10 and Under 100 LC Meter Backstroke

Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat	
1:37.32	☐	☐		1:37.26			6	29			
1:30.98	☐	☐		1:30.94			3	18			
1:25.83	☐	☐		1:25.75			1	3	16		
1:33.10	☐	☐		1:33.10			5	26		A	
1:32.02	☐	☐		1:31.88			4	23			
1:37.81	☐	☐		1:37.69			7	30			
1:28.93	☐	☐		1:29.19			2	14	3		
1:44.82	☐	☐		1:45.06			8	32			

- Note A in AdjState column

Early Pad?

Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DF
1	F	Scored	Girls 11-12 50 LC Meter Butterfly	10	-	-	-	-
2	F	Scored	Boys 11-12 50 LC Meter Butterfly	8	-	-	-	-
3	F	Scored	Girls 10 & Under 50 LC Meter Butterfly	5	-	-	2	-
4	F	Scored	Boys 10 & Under 50 LC Meter Butterfly	6	-	-	-	-
5	F	Scored	Girls 11-12 100 LC Meter Freestyle	10	-	-	-	-
6	F	Scored	Boys 11-12 100 LC Meter Freestyle	7	-	-	-	-
7	F	Scored	Girls 10 & Under 100 LC Meter Freestyle	4	-	-	-	1
8	F	Scored	Boys 10 & Under 100 LC Meter Freestyle	6	-	-	-	-
9	F	Scored	Girls 11-12 200 LC Meter IM	8	-	-	-	-
10	F	Scored	Boys 11-12 200 LC Meter IM	6	-	1	1	-
11	F	Scored	Girls 10 & Under 200 LC Meter IM	2	-	-	1	-
12	F	Scored	Boys 10 & Under 200 LC Meter IM	4	-	-	1	-
13	F	Scored	Girls 11 12 100 LC Meter Backstroke	9			1	
14	F	Scored	Boys 11-12 100 LC Meter Backstroke	7	-	1	1	1
15	F	Scored	Girls 10 & Under 100 LC Meter Backstroke	4	2	-	-	-
16	F	Scored	Boys 10 & Under 100 LC Meter Backstroke	6	-	-	-	-
17	F	Scored	Girls 11-12 200 LC Meter Medley Relay	3	-	-	-	-
18	F	Scored	Boys 11-12 200 LC Meter Medley Relay	2	-	-	-	-
19	F	Scored	Girls 10 & Under 400 LC Meter Freestyle	1	-	-	-	-
20	F	Scored	Boys 10 & Under 400 LC Meter Freestyle	2	-	-	-	-

Cumulative Splits <Ctrl-I: Replace Splits with Records>

Lane	50	100
1	43.25	1:28.32
2		45.83
3	44.74	1:31.43
4		45.60
5	42.20	1:27.23
6	41.96	1:28.34
7	45.20	1:33.51
8	42.35	1:27.63

Team Scores <Ctrl-Y: Replace Team Scores with Records>

Rank	Gender	Score	Team

Session : F7	SCR Sheet : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score

Heat 3 of 4 == Finals == Event 15 Girls 10 and Under 100 LC Meter Backstroke

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat	
1	Culbert, Kaitlyn A	10	Ocean County YMCA-NJ	1:31.53	1:28.32	☐	☐		1:28.17			5	12	7		
2	Norton, Hannah M	10	Charles River Aquatics-NE	1:31.20	45.83	☐	☐		1:32.81			2	2		?	b
3	Dripchak, Natalie R	10	YMCA of Montclair-NJ	1:30.61	1:31.43	☐	☐		1:31.35			7	21			
4	Murray, Caroline C	10	Cougar Aquatic Team-NJ	1:29.12	45.60	☐	☐		1:28.83			1	1	4	?	b
5	Bae, Caroline G	10	Charles River Aquatics-NE	1.30.28	1.27.23	☐	☐		1.27.21			3	7	14		
6	Mark, Rachel H	10	Charles River Aquatics-NE	1:30.66	1:28.34	☐	☐		1:28.40			6	13	6		
7	Ross, Kailey E	10	Cougar Aquatic Team-NJ	1:31.44	1:33.51	☐	☐		1:33.74			8	28			
8	Dischler, Amelia S	10	Freehold-Old Bridge YMCA-NJ	1:31.60	1:27.63	☐	☐		1:27.65			4	9	12		

Early Pad?

	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat	
53	1:28.32	☐	☐		1:28.17			5	12	7		
20	45.83	☐	☐		1:32.81			2	2		?	b
61	1:31.43	☐	☐		1:31.35			7	21			
12	45.60	☐	☐		1:28.83			1	1	4	?	b
28	1:27.23	☐	☐		1:27.21			3	7	14		
66	1:28.34	☐	☐		1:28.40			6	13	6		
44	1:33.51	☐	☐		1:33.74			8	28			
60	1:27.63	☐	☐		1:27.65			4	9	12		

als == Event 15 Girls 10 and Under 100 LC Meter Backstroke

- Problem lanes highlighted in blue
- Most cases slightly early times will be real – late buttons
- This is special case: no finish pad, time is last split

Early Pad?
MM Calc Screen Adjustment

Time Adjustment - #15 Girls 10 & Under 100 LC Meter Backstroke - 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	
☑	1	1:28.32	1:28.17			1:28.17	0.15		1:28.32	
☑	2		1:32.81			1:32.81		y	1:32.81	
☑	3	1:31.43	1:31.35			1:31.35	0.08		1:31.43	
☑	4		1:28.83			1:28.83		y	1:28.83	
☑	5	1:27.23	1:27.21			1:27.21	0.02		1:27.23	
☑	6	1:28.34	1:28.40			1:28.40	-0.06		1:28.34	
☑	7	1:33.51	1:33.74			1:33.74	-0.23		1:33.51	
☑	8	1:27.63	1:27.65			1:27.65	-0.02		1:27.63	

- MM will default to take the fastest time.
- Operator will need to put the checkmark in the USE columns for Lane 2 and 4 in this case and THEN Accept Adjusted

Early Pad?
Colorado Timing Printout Sample

```
=====> Race History <=============> 2020 MN RSC Summer S <=============> Race [0009] <=====
                                                       Saturday 15-Aug-20 10:19:14 am
                        100 Mixed 15 & Over Butterfly Final
                           Event: 23           Heat: 2

 |-----------( Lane Number
 |       |-------( Lengths
 |       |   |---( Time

 5)  2    28.64   4)  2    29.16   6)  2    29.76   3)  2    31.25   5)  4  1:01.80
 6)  4  1:03.13   3)  4  1:08.70

=====> Sys6 v1.232 <===========================================> Colorado Time System 6 <=====
```

- Lane 4: 1:01.10
- Watch supports button
- Accept Adjusted

```
=====> RACE SUMMARY <=============> 2020 MN RSC Summer S <=============> Race [0009] <=====
                                                       Saturday 15-Aug-20 10:19:14 am
                        100 Mixed 15 & Over Butterfly Final
                           Event: 23           Heat: 2

           ----- BY LANE -----                   ----- BY PLACE ----
           Lane  Place  Time   Backup            Place Lane   Time     Backup
            3      3   1:08.70                      1    5   1:01.80
            4      4     29.16   (1:01.08)          2    6   1:03.13
            5      1   1:01.80                      3    3   1:08.70
            6      2   1:03.13                      4    4     29.16    (1:01.08)

          Lane 3       Lane 4       Lane 5       Lane 6
Backup   1:08.72      (1:01.08)    1:01.73      1:02.99
Btn. A   1:08.72       1:01.08     1:01.73      1:02.99
Btn. B
Btn. C

React
=====> Sys6 v1.232 <===========================================> Colorado Time System 6 <=====

=====> SPLITS_SUMMARY <=============> 2020 MN RSC Summer S <=============> Race [0009] <=====
                                                       Saturday 15-Aug-20 10:19:14 am
                        100 Mixed 15 & Over Butterfly Final
                           Event: 23           Heat: 2

          Lane 3       Lane 4       Lane 5       Lane 6
50 Y     31.25        29.16        28.64        29.76
100 Y    37.45                     33.16        33.37

50 Y     31.25        29.16        28.64        29.76
100 Y    1:08.70                   1:01.80      1:03.13

Place    ( 3 )        ( 4 )        ( 1 )        ( 2 )
Finish   1:08.70       29.16       1:01.80      1:03.13
=====> Sys6 v1.232 <===========================================> Colorado Time System 6 <=====
```

4) 1:01.10

OTHER SCENARIOS

- No Pad Time – use Button time(s) after verifying with Order of Finish and watches

- Late Button – Use watch times, Order of Finish to verify pad time. Probably inattentive timer.

- No Pad Time, No Button Times – use watch time(s) after verifying with Order of Finish

- No Pad Time, No Button Time, No Watch Time – get Order of Finish, then adjust finals time to fit the OOF. (Use coach time to verify a piece of the puzzle)

- If time doesn't agree with Order of Finish and you are confident of OOF, use Judge's Decision for placing – don't make up a time.

- ALWAYS DOCUMENT WHAT YOU DID. Anyone looking at the paperwork later should be able to determine what you did.

HEAT MALFUNCTION

- What happens when the timing system starts late? Or not at all?

- Always encourage/insist timing system operator to do a manual start on a late reset
  - ✓ Some electronic data is better than none!
  - ✓ You'll now have finish times that are correct relative to each other but are too fast.

- Don't just use the watch times!
  - ✓ Especially in a multi-heat event

- Take timing system difference into account
  - ✓ You know your pads are late
    DETERMINE AVERAGE DIFFERENCE BETWEEN PADS AND WATCHES
    Meet Manager will do the calculation, but you will have to do this by hand for the exam.

TIMING MALFUNCTION ADJUSTMENT - HEAT

- Sum differences between pad and calculated watch time divided by the number of lanes.

Lane	Pad	Calc Watch Time	Variance	Heat Adj.	Official Time
1	52.12	55.14	3.02	+ 3.05	55.17
2	51.56	54.61	3.05	+ 3.05	54.61
3	51.09	54.18	3.09	+ 3.05	54.14
4	50.12	53.18	3.06	+ 3.05	53.17
5	49.78	52.90	3.12	+ 3.05	52.83
6	49.06	52.06	3.00	+ 3.05	52.11
			18.34	Total difference	
			3.05	Average difference	

- Add the average difference to each pad time to calculate the official time for each lane.

DOCUMENTING TIMING DISCREPANCIES

- Get watch times(s) for the lane in question, compare to pad and button
    - ➡ *WRITE WATCH TIMES AND OOF ON Timing System Printout*

- If pad time is reasonably close to watch time, check OOF, and note on CALC report/lane timer sheet "PAD OK" and INITIAL
    - ➡ *NO MEET MANAGEMENT SOFTWARE ADJUSTMENT*

- If button time is reasonably close to watch time, check OOF, and you believe there is an issue with the pad, note on Timing System Printout "Use BUTTON" and INITIAL
    - ➡ *COMMUNICATE TO MM OPERATOR TO ACCEPT SOFTWARE ADJUSTMENT ON CALC SCREEN*

- If there is no button time and pad is invalid, compute average difference between valid pads and watches, apply to watch time and enter in "Finals" time column
    - ➡ *DOCUMENT*

- Review order of finish after adjustments to support your decision
    - ➡ *INCLUDE ADJUSTMENT DOCUMENTATION WITH EVENT PAPERWORK*

VERIFY RESULTS

- Enter DQs and codes
- Before publishing event results – REVIEW THEM
  - Are all the timing adjustments completed and documented
  - Are there any times that appear unreasonably fast or slow
  - Are NS, DFS, DQ's correlated with Deck Referee sheets and DQ slips
  - Were there other notes on the timer sheets
  - Are there Ties (can affect finals from preliminaries) – notify the Deck Referee for potential Swim Offs

BEFORE YOU START THE MEET Checklist

❑ Take Deep Breath & Remain Calm

❑ Meet loaded in timing console?

❑ Entries to scoreboard?

❑ Timing system tested?

❑ Heat sheets (meet programs) generated & distributed?

❑ Lane Timers sheets printed & distributed?

❑ Proper heat sheets to Officials?

❑ Personnel ready?

END OF MEET

1) Complete all the paperwork

2) Check with the Meet Referee before you leave

3) Take paperwork with you unless host is keeping it

4) Thank support team

5) Back-up meet to a flash-drive

6) Send Back-Up to LSC Times Coordinator

Questions?

- Remember there are MANY resources available.

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

Thank you for your participation!

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Appendix
Additional Resources
These resources will be sent to you after clinic

❑ Admin Pre-Meet Checklist (Timed Finals Meet)

❑ Colorado Timing System Printout Samples

❑ Daktronics Timing System Printout Samples

❑ SST Timing System Printout Samples

❑ Equipment hook-up directions/photos – **Coming Soon!**

❑ Quick Guide – USA Timing Adjustment Guide