



OKLAHOMA  
SWIMMING

## OKLAHOMA SWIMMING ADMINISTRATIVE OFFICIAL CLINIC

### 102.14 ADMINISTRATIVE OFFICIAL/REFEREE

.1 Shall be responsible to the Referee for the supervision of the following:

- The entry and registration process
- Clerk of Course
- Timing Equipment Operator
- Hy-Tek Operator
- Other administrative personnel

### 102.14 ADMINISTRATIVE OFFICIAL/REFEREE

.2 Shall be responsible to the Referee for:

- The accurate processing of entries and scratches.
- Accurate seeding of preliminary, semi-final and final heats.
- 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.
- Determination of the Official Results
- Publication and posting of results and scores.

.3 Shall perform other duties assigned by the Referee

THE ADMINISTRATIVE OFFICIAL MUST:

- Know the administrative rules of USA Swimming.
- Ensure those rules are followed and that all swimmers have their results fairly and accurately recorded.
- Supervise the administrative aspects (“dry side”) of swimming competition

THE ADMINISTRATIVE OFFICIAL MUST:

- Consult with 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.

THE ADMINISTRATIVE OFFICIAL CAN:

- Be a Hy-Tek Operator or Timing Judge.
  - Each LSC is different, Oklahoma Swimming says that an Administrative Official cannot be a Meet Director.
- The Administrative Official CANNOT also fill a “wet deck” position:
  - This includes Meet Referee and Deck Referee

### How To Become an OKS Administrative Official

- Must be 18 years or older.
- Register as a Non-Athlete Member of USA Swimming
- Complete a Level II Background Check
- Complete and Pass Athlete Protection Training
- Complete and Pass the Administrative Official Test with a score of 80%.
- Attend an OKS conducted Administrative Officials Clinic.
- Complete 4 Apprentice Sessions with an Administrative Official.

### AS AN ADMINISTRATIVE OFFICIAL:

READ AND REREAD AND REREAD THEN HIGHLIGHT THE MEET INFORMATION!!!!!!!

The Meet Information provides specific administrative details such as:

- Details about the type of meet (timed finals or prelim/finals)
- Swimmer Eligibility
- Entry Requirements
- Deadlines (positive check-ins, scratches)
- Scoring and Awards
- Deck Entries
- Time Trials

### 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.

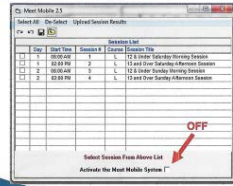
Example 1: Positive Check - In

- 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.
- Heat Sheets for coaches, then timer sheets, then heat sheets for officials.

Example 2: Prioritize Tasks

- At a prelim/final meet, processing prelim results are very high priority.
- At a timed final meet, processing results have no time pressure and may be a lower priority.

## Meet Mobile



### • 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

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## 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 can also be found on OKS.org. Another great resource is Midwestmeetman.com

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## RELAYS

When are relay cards due?

Have they all been turned in? Check meet manager, run a heat sheet with relay names to see who is missing.

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 not automatically load into SWIMS

Relay Cards with name and order are usually due 30 minutes prior to 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.

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## Check-In by Event

ProQuest Utility Products - ProQuest Utility Products  
 2018 PFL USA National Training Championships - 20180510 to 20180511  
 Check-In Report  
 Session 1 - Finalists - 100 Free Stroke - 10:00 AM  
 100 Free Stroke - 10:00 AM - 10:00 AM

Event	Check-In	Age	Sex
100 Free Stroke	10	10	M
100 Free Stroke	10	10	F
100 Free Stroke	10	10	M
100 Free Stroke	10	10	F
100 Free Stroke	10	10	M
100 Free Stroke	10	10	F
100 Free Stroke	10	10	M
100 Free Stroke	10	10	F
100 Free Stroke	10	10	M
100 Free Stroke	10	10	F

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## DQ Slips

Disqualification (DQ) slips:

Verify the Set-Up for USA-5 DQ Codes before the meet begins

DQ Codes

USA-5 DQ Codes Nov 2011

Time Adjustment Method

USA Swimming rules prior to 1 May 2010

USA-5 DQ Codes Nov 2011

Time Adjustment Method

USA Swimming rules prior to 1 May 2010

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Lets talk about seeding.....

Is your Meet a Timed Finals Meet?

Is it seeded slow to fast or fast to slow? Is the meet alternating heats of women and men in the same event or is the meet swimming all women and then all men per event.

Is your meet a Prelim/Finals Meet?

Is each event circle seeded for the fastest 3 heats?

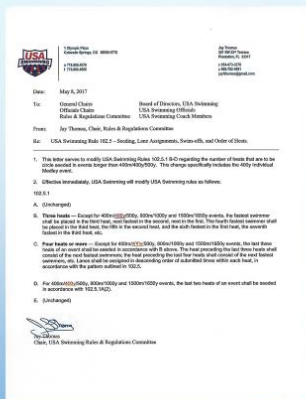
Who knows the new circle seeding rule that went into effect on May 8, 2017?

How are we seeding non-conforming times? What are non-conforming times?

Deck Seeding (positive check-ins):

When is the deadline? Is there a penalty if a swimmer checks-in and does not swim?

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## USING RADIOS

Listening on the radio provides the Admin. Official a picture of what is happening on deck.

- Such as... DQ's, No-Shows, Declared False Starts or Reseeds
- Knows to expect 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.

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## Timing Systems

Know what type of timing system is being used at the meet....

The timing system should be listed in the meet information, if its not upon arrival at the pool, check it out. See what is being used. Is it working properly?

There are 3 types of systems:

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

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## AUTOMATIC TIMING

This is the most common type of timing system.

The touchpad is activated by the swimmer, the buttons and watches are activated by timers (2 per lane each operating a watch and a button). One timer is designated as the scribe and writes the watch times on a lane timer sheet. They also note soft touches and verify the swimmers name.

## SEMI-AUTOMATIC SYSTEM

This system relies on the buttons with back up watches. A minimum of two timers per lane is needed for this system and each timer has a button and a watch. Again, one timer is designated as the scribe and writes the watch times on a lane timer sheet. They also note soft touches and verify the swimmers name.

## MANUAL TIMING

This type of system uses stop watches only. When using a manual system three stop watches are required, each operated by a separate timer.

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## TIMING JUDGE

Determining the OFFICIAL TIME is the MOST IMPORTANT job of the Administrative Official.

Read USAS Rule 102.24 – Timing Rules

- Understand the use of primary and backup timing systems
- Understand how to apply the rules for using a back up time when you have determined a primary system malfunction
- Order of Finish is another piece of information that can come in handy.
- Don't get wrapped up in procedures and make a good primary time into a bad time.

102.24.4A: 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 times, watch times and order of finish
  - Talk to the timers: Was there a timer error? Was there a late or soft touch?
  - How confident is the starter in the order of finish?

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## TIMING JUDGE USA SWIMMING GUIDELINES

### Quick Guide to the USA Swimming Timing Adjustment Rule Change

as of May 2, 2016

The new USA Swimming rule change is NOT an attempt to provide Lane Medals in the electronic timing system. The new rule change is intended to provide the Administrative Official with the ability to determine the Official Time. The Administrative Official is responsible for determining the Official Time. The Administrative Official is responsible for determining the Official Time. The Administrative Official is responsible for determining the Official Time.

**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.

**INVESTIGATE**

**Difficulties Resolved**

• Order and Watch Times (O/T) Order of Finish (O/F)

• Order of Finish (O/F) Order of Finish (O/F)

• Order of Finish (O/F) Order of Finish (O/F)

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• Order of Finish (O/F) Order of Finish (O/F)

• Order of Finish (O/F) Order of Finish (O/F)

Next, consider the different types of times being recorded and which ones are most accurate for each swimmer.

Time Type	Accuracy
Touchpad Time	High
Button Time	Medium
Watch Time	Low

• Order of Finish (O/F) Order of Finish (O/F)

• Order of Finish (O/F) Order of Finish (O/F)

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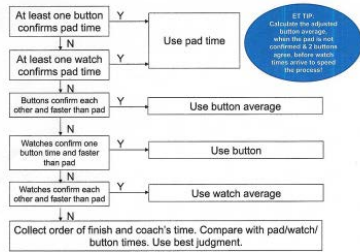
• Order of Finish (O/F) Order of Finish (O/F)

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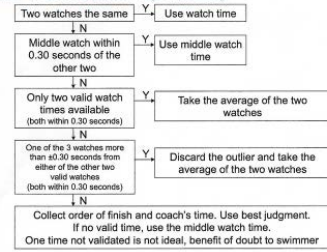
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### Time Verification (Pad, Button & Watches) 5/1/16



ET 19.  
Calculate the average button average when the pad is not confirmed & 2 buttons agree before watch times arrive to speed the process!

### Time Verification (3 Watches)



valid watch or button, def. having another time within approximately 0.30 seconds of that time

### 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 tow buttons are the primary timing system (semi-automatic timing)



## Timing Judge

First, make sure the meet is set up to follow USA Swimming/FINA timing rules.

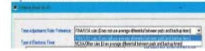
MM 6.0 & MM 5.0 Preferences  
on the Run Menu



MM 6.0 on the Setup Screen



TouchPad on the Enter Results screen select Timer Adjustment Rules Preference for FINA rules



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## 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	DO	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL
1:47.31	1:43.13	<input type="checkbox"/>	<input type="checkbox"/>		1:48.10	1:47.96		10	17
1:42.66	1:32.97	<input type="checkbox"/>	<input type="checkbox"/>		1:33.10	1:33.00		5	8
1:38.49	1:42.66	<input type="checkbox"/>	<input type="checkbox"/>		1:42.67	1:42.66		7	13
1:33.98	1:36.15	<input type="checkbox"/>	<input type="checkbox"/>		1:36.10	1:36.12		3	4
1:31.74	1:22.05	<input type="checkbox"/>	<input type="checkbox"/>		1:22.09	1:22.00		1	1
1:32.88	1:27.73	<input type="checkbox"/>	<input type="checkbox"/>		1:27.85	1:27.86		2	3
1:37.62	1:32.44	<input type="checkbox"/>	<input type="checkbox"/>		1:32.37	1:32.37		4	7
1:39.27	1:36.89	<input type="checkbox"/>	<input type="checkbox"/>		1:36.50	1:36.75		6	11
1:45.41	1:46.40	<input type="checkbox"/>	<input type="checkbox"/>		1:46.40	1:46.41		9	16
1:49.44	1:43.96	<input type="checkbox"/>	<input type="checkbox"/>		1:43.94	1:43.99		8	15

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## 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	DO	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL
6:16.41	5:55.46	<input type="checkbox"/>	<input type="checkbox"/>		5:55.46			2	2
6:14.87	6:06.66	<input type="checkbox"/>	<input type="checkbox"/>		6:06.57			5	6
6:11.57	6:05.43	<input type="checkbox"/>	<input type="checkbox"/>		6:05.46	6:05.38		3	3
6:06.44	6:02.19	<input type="checkbox"/>	<input type="checkbox"/>		6:05.19	6:05.15		6	8
6:05.52	6:05.53	<input type="checkbox"/>	<input type="checkbox"/>		6:05.71	6:05.42		4	4
6:06.36	5:54.56	<input type="checkbox"/>	<input type="checkbox"/>		5:54.66	5:54.51		1	1
6:06.55	6:08.66	<input type="checkbox"/>	<input type="checkbox"/>		6:08.63			7	9
6:13.16	6:11.59	<input type="checkbox"/>	<input type="checkbox"/>		6:11.57			8	11
6:16.80	6:12.52	<input type="checkbox"/>	<input type="checkbox"/>		6:12.49	6:12.30		9	12
6:16.70	6:13.57	<input type="checkbox"/>	<input type="checkbox"/>		6:13.54	6:13.66		10	13

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## Timing Judge

- *Backup buttons disagree. One supports primary time.*
  - Usually a valid time
  - May need to verify watch time and/or order of finish
  - Don't delete the bad button time

Heat 1 of 10 == Finals == Event 8 Boys 9-10 50 Yard Backstroke										
Seed Time	Finals Time	DO	Exh	DOcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
NT	51.64	<input type="checkbox"/>	<input type="checkbox"/>		47.75	51.78		6	74	g
NT	45.39	<input type="checkbox"/>	<input type="checkbox"/>		45.30	45.16		3	48	
NT	49.54	<input type="checkbox"/>	<input type="checkbox"/>		49.48	49.58		1	15	
NT	57.76	<input type="checkbox"/>	<input type="checkbox"/>		57.72	57.60		8	80	
NT	57.44	<input type="checkbox"/>	<input type="checkbox"/>		57.38	57.33		7	79	
NT	46.61	<input type="checkbox"/>	<input type="checkbox"/>		46.52	46.43		4	58	
NT	49.29	<input type="checkbox"/>	<input type="checkbox"/>		49.12	49.05		5	69	
NT	44.60	<input type="checkbox"/>	<input type="checkbox"/>		44.68	44.72		2	40	

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## 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	DO	Exh	DOcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
6:33.27	6:20.93	<input type="checkbox"/>	<input type="checkbox"/>		6:20.79	6:20.92		5	21	
6:30.96	6:28.68	<input type="checkbox"/>	<input type="checkbox"/>		6:28.97	6:28.69		9	39	
6:29.01	6:11.58	<input type="checkbox"/>	<input type="checkbox"/>		6:11.54	6:11.59		2	10	
6:28.12	6:26.53	<input type="checkbox"/>	<input type="checkbox"/>		6:26.68	6:26.66		8	38	
6:22.82	6:07.97	<input type="checkbox"/>	<input type="checkbox"/>					1	7	b
6:26.49	6:29.59	<input type="checkbox"/>	<input type="checkbox"/>		6:29.05	6:29.06		4	16	
6:28.94	6:25.01	<input type="checkbox"/>	<input type="checkbox"/>		6:24.86			7	25	
6:29.46	6:16.48	<input type="checkbox"/>	<input type="checkbox"/>		6:16.24	6:16.40		3	15	
6:34.67	6:22.57	<input type="checkbox"/>	<input type="checkbox"/>		6:22.49	6:22.53		6	23	

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## 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

Heat 4 of 11 == Finals == Event 9 Girls 12 and Under 50 LC Meter Breaststroke										
Seed Time	Finals Time	DO	Exh	DOcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
NV	52.99	NS	<input type="checkbox"/>							
Y	52.51	47.79	<input type="checkbox"/>			47.74	47.72	2	23	
Y	51.26	48.15	<input type="checkbox"/>			48.14	48.12	3	26	
NV	51.22	48.03	<input checked="" type="checkbox"/>	70	F	44.69	44.94			
Y	51.25	NS	<input type="checkbox"/>							
Y	52.28	NS	<input type="checkbox"/>							
Y	52.59	54.10	<input type="checkbox"/>			51.31	51.27	4	47	y
Y	53.27	48.79	<input type="checkbox"/>			48.64	48.70	1	20	

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## Timing Judge

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

Time Adjustment - #33 Girls 11-12 200 Yard IM - Heat 3

Create Report

From Heat Information

Lane Adjustment Using Backup Times

Lane	Pad	Button 1	Button 2	Button 3	Button Calc	Difference	Adjusted
1	2:20.16	2:20.08	2:21.15		0	0	2:20.16
2	2:20.21	2:20.15	2:20.09		0	0	2:20.21
3	2:20.07	2:20.07	2:20.70		2:21.79	-30.72	2:20.76
4	2:20.26	2:20.20	2:21.34		0	0	2:20.26
5	2:20.10	2:20.09	2:20.95		0	0	2:20.10
6	2:20.07	2:20.04	2:20.01		0	0	2:20.07
7	2:20.12	2:20.14	2:21.38		0	0	2:20.12
8	2:20.32	2:20.32	2:21.20		0	0	2:20.32

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.  
 If there is a calculated backup time is more than .20 faster than the pad time.  
 If there is a calculated backup time is more than .20 slower than the pad time.  
 If there is only one backup, the average is more than .20 from the pad time, but one backup is within .20 of the pad time.  
 If there is any backup time within .15 more than .20 from the pad time.

Preference is set to NOT use Pad and Backup Differentials to adjust times.

Accept Adjusted    Reject Adjusted

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## 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	DO	Exh	DQCode	Backup 1	Backup 2	Backup 3	HPL	PL	PLs
58.16	56.64				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	94	
56.58					56.01	56.01				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	
56.65	NS									

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## 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	DO	Exh	DQCode	Backup 1	Backup 2	Backup 3	HPL	PL	PLs
53.19	53.05				53.03	52.93		7	74	
52.94	53.43				53.34	52.27		8	77	
52.02	51.81				51.74	51.68		4	63	
52.73	51.51				51.48	51.34		3	60	
52.38	NS									
52.60	48.26				48.29	48.32		1	34	
52.60	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				52.66	52.66		6	71	

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## TIMING JUDGE

No Pad Time. No Back Up Buttons. No Back Up 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

Whenever you use a back up time....

- Document what you did for the file.
- The easiest way is to write it on the timing system 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.

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## TIMING JUDGE

The following scenarios assume two buttons are the primary timing system and one stopwatch is the back up (semi-automatic timing).

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## 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	DO	Est	DOcode	Backup 1	Backup 2	Backup 3	MR	PL	Rt.
1:26.46	1:31.21	<input type="checkbox"/>	<input type="checkbox"/>		1:31.21	1:31.21		6	31	
1:26.68	1:26.54	<input type="checkbox"/>	<input type="checkbox"/>		1:26.42	1:26.67		4	23	
1:25.58	1:23.95	<input type="checkbox"/>	<input type="checkbox"/>		1:23.95	1:23.95		2	16	
1:22.85	1:30.79	<input type="checkbox"/>	<input type="checkbox"/>		1:30.79	1:30.79		7	30	
1:23.14	1:26.23	<input type="checkbox"/>	<input type="checkbox"/>		1:26.21	1:26.25		3	22	
1:25.61	1:26.74	<input type="checkbox"/>	<input type="checkbox"/>		1:26.60	1:26.69		5	26	
1:26.23	1:28.88	<input type="checkbox"/>	<input type="checkbox"/>		1:28.91	1:28.85		6	27	
1:26.25	1:19.43	<input type="checkbox"/>	<input type="checkbox"/>		1:19.48	1:19.38		1	9	

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## 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

Heat 3 of 5 == Finals == Event 16 Boys 11-12 100 LC Meter Butterfly										
Seed Time	Finals Time	DD	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1:45.32	1:49.66	<input type="checkbox"/>	<input type="checkbox"/>		1:51.80	1:49.66			8	34
1:41.58	1:41.53	<input type="checkbox"/>	<input type="checkbox"/>		1:41.29	1:41.86			7	34
1:37.38	1:39.97	<input type="checkbox"/>	<input type="checkbox"/>		1:38.60	1:39.97			2	10
1:35.73	1:28.66	<input type="checkbox"/>	<input type="checkbox"/>		1:28.60	1:28.72			3	18
1:36.55	1:36.11	<input type="checkbox"/>	<input type="checkbox"/>		1:36.19	1:36.03			4	28
1:39.84	1:37.89	<input type="checkbox"/>	<input type="checkbox"/>		1:37.81	1:37.85			6	31
1:44.53	1:36.36	<input type="checkbox"/>	<input type="checkbox"/>		1:36.40	1:36.33			5	29
1:48.86	1:24.32	<input type="checkbox"/>	<input type="checkbox"/>		1:24.46	1:24.18			1	13

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## 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	DD	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1:17.00	1:16.43	<input type="checkbox"/>	<input type="checkbox"/>		1:16.41	1:16.45			7	8
1:15.25	1:16.52	<input type="checkbox"/>	<input type="checkbox"/>		1:16.52	1:16.53			5	6
1:10.13	1:09.74	<input type="checkbox"/>	<input type="checkbox"/>		1:09.74				2	2
1:06.88	1:07.00	<input type="checkbox"/>	<input type="checkbox"/>		1:07.24	1:07.00			1	1
1:09.44	1:10.01	<input type="checkbox"/>	<input type="checkbox"/>		1:10.01	1:10.01			3	3
1:14.93	1:14.04	<input type="checkbox"/>	<input type="checkbox"/>		1:14.01	1:14.00			4	5
1:15.40	1:16.56	<input type="checkbox"/>	<input type="checkbox"/>		1:16.58	1:16.55			6	7
1:17.87	1:20.94	<input type="checkbox"/>	<input type="checkbox"/>		1:20.93	1:20.95			8	9

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## TIMING JUDGE

### No Buttons:

- Verify the back up watch time with the order of finish to determine the official time.
- The back up watch time is the official time.

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### Heat Malfunction

- There are two types of heat malfunctions:
  - Late Start:** There is a late start of the electronic timer and valve failures are recorded with the pack/water failure and address.
  - No Start:** There is no start of the timer and from one or more systems (with HPI and/or H2) and H2 failure times.

**Adjustment for Malfunction Equally Adjusting an Entire Heat:**  
 If there is an early or late start of the electronic timer and the times from the pack are equally accounted for all the lanes in a heat and the amount of time and the absolute difference of the time between the addresses is accurate, the times of the other lanes should be adjusted. This adjustment is calculated by taking the average difference between the primary time and the heat time.

In the example below, there was a late start for the timer of about 8 seconds. The average watch time for each heat was around 100 seconds. The average difference between the primary time and the watch time was 8 seconds. To make the Time Adjustment correct, the watch times were adjusted by 8 seconds. To make the Time Adjustment correct, the watch times were adjusted by 8 seconds. To make the Time Adjustment correct, the watch times were adjusted by 8 seconds. To make the Time Adjustment correct, the watch times were adjusted by 8 seconds.

Heat Lane	Primary Time	Watch Time	Average Watch Time	Average Difference
1	100.00	108.00	100.00	8.00
2	100.00	108.00	100.00	8.00
3	100.00	108.00	100.00	8.00
4	100.00	108.00	100.00	8.00
5	100.00	108.00	100.00	8.00
6	100.00	108.00	100.00	8.00
7	100.00	108.00	100.00	8.00
8	100.00	108.00	100.00	8.00
9	100.00	108.00	100.00	8.00
10	100.00	108.00	100.00	8.00

Sum of all valid differences is 80.00  
 Average difference is 8.00

**Accept Adjusted to others, the following message appears:**

Accept Adjusted to others, the following message appears:  
 The pack time, the watch time, and the diff will be adjusted by 8.00 seconds.  
 Continue?

### HEAT MALFUNCTION

### TIME ADJUSTMENT WORKSHEET - 2000/PASS AS PRIMARY

HEAT MALFUNCTION - TIME ADJUSTMENT	WATCH TIME (S)	PACK TIME (S)	HEAT ADJUSTMENT (T2 - T1) (S)	DIFFERENCE (T2 - T1) (S)	ADJUSTED TIME (S)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Sum of all valid differences is 0.00  
 Average difference is 0.00

HEAT MALFUNCTION - TIME ADJUSTMENT	WATCH TIME (S)	PACK TIME (S)	HEAT ADJUSTMENT (T2 - T1) (S)	DIFFERENCE (T2 - T1) (S)	ADJUSTED TIME (S)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Sum of all valid differences is 0.00  
 Average difference is 0.00



## VERIFY RESULTS

Before publishing event results, review them.

- Did all the timing adjustments get made?
  - Is there color or questions marks?
- Are there any times that are unreasonably fast?
- Did the Hy-Tek Operator verify the NS with the lane timer sheets?
- Were there any notes on the lane timer sheets?
- Were all the DQ's recorded?
- In a prelim/finals meet, are there any potential swim-offs?

Remember the Administrative Official and their staff are the face of the meet. You should be user friendly, customer service oriented and accommodating. Our response to can we, is "absolutely, as long as it falls within the confines of the meet information and the meet referee has no problem with it."

Be sure to thank everyone for their help, it takes a village to be a GREAT Admin.

Finally..... Thank you all for giving me the opportunity to share this information with you.

See you at the pool!!