



# IASI OFFICIALS TRAINING

## 3. Administrative Official

April 25, 2023

Version 2.1



# Agenda

- Introductions & Goals for this Class
- Safe Sport/MAAPP
- The role of the Admin
- Rules and Regulations
- Running a Meet
- Certification Requirements
- Resources
- Questions



# Introduction & Goals for this Class

- Instructor
- Goals
  - Introduce the role of the Admin Official/Referee
  - Explain the rules and regulations applicable to the Dry Side
  - Explain the meet documentation
  - Discuss the processes for pre-meet, during the meet and post meet
  - Provide resources for development as an official
  - Answer Questions



# Safe Sport / Minor Athlete Abuse Prevention Policy (MAAPP)

- Safe Sport applies to any relationship of unequal power.
- Federal Safe Sport Authorization Act of 2017 requires any suspected abuse to be reported to appropriate authorities within 24 hours.
- MAAPP applies to all adults in contact with minor (non-related) athletes.
  - All one-on-one interactions must be observable and interruptible.
  - Cannot friend non-related minor athletes on social media.
  - Full MAAPP policy available on USA Swimming website.
- For officials, specific things to think about when working a meet:
  - Avoid locker room unless no other bathroom facilities are available. Never be alone in locker room with a swimmer.
  - Avoid any physical contact with swimmers.
  - No photography behind the blocks at any time.
  - Be careful interacting with your own children on deck. Audience will see you only as an official and a swimmer.

USA Swimming National Officials Committee



# What is an admin official?

- Assistant to and delegate of Meet Referee
- Involved with all “dry” side details of a meet
- Works closely with/oversees administrative staff
  - ✓ Entry chairperson
  - ✓ Equipment person
  - ✓ Timing system operator
  - ✓ Software operator (aka Hy-Tek, computer person, etc.)
  - ✓ Meet director
  - ✓ Clerk of course
- Ensure fair & accurate times are recorded with traceability
- Difference between an Admin Official and Admin Referee?
  - Admin Referee is also a certified Deck Referee



# Admin Official Philosophy

- Don't reinvent the wheel
  - ✓ Follow a "standard" process that all can follow
  - ✓ *Use standard forms*
- Be proactive
  - ✓ Be alert for potential problems and minimize or eliminate them
- Be approachable and helpful
  - ✓ Develop good relationships with coaches
- Maintain a paper trail
  - ✓ Document why you did something, who did it – initials
  - ✓ Allows you to ensure items have been actioned and provides an audit trail
- Always keep the Admin Referee (if there is one) and/or the Meet Referee in the loop

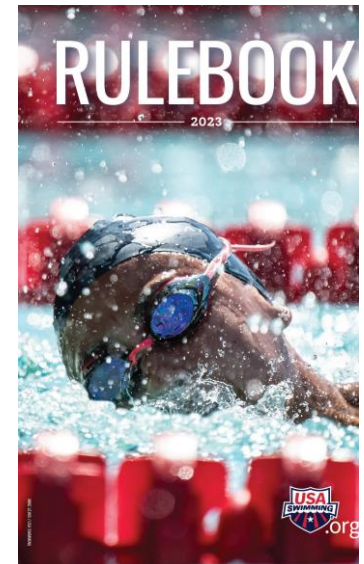


# SUMMARY OF RULES & REGULATIONS



# 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







# Meet Announcement

- Provides the specific administrative procedures for the meet, such as:
  - Swimmer eligibility
  - Entry requirements
  - Deadlines (entries, positive check-in, scratch)
  - Awards
- Provides the administrative direction for the competition along with ISI Policies & Procedures and USA Swimming Rule Book



**2018 CRAA Long Course Kick Off Invitational Swim Meet**

ISI Sanction: IA-18-60R  
Held Under the sanction of USA Swimming & Iowa Swimming, Inc (ISI)

Rules: Current USA Swimming and ISI technical and administrative rules will govern this swim meet.

Dates: June 1st through June 3rd, 2018

Times:

| Session                 | Age Group  | Warm-Ups<br>(not before) | Coaches<br>Meeting | Competition<br>(not before) |
|-------------------------|------------|--------------------------|--------------------|-----------------------------|
| Session 1 - FRI PM      | 11 & Over  | 4:30 PM                  | 5:00 PM            | 6:00 PM                     |
| Session 2 - SAT AM      | 11 & Over  | 7:00 AM                  |                    | 8:30 AM                     |
| Session 3 - SAT PM      | 10 & Under | 1:00 PM                  |                    | 2:30 PM                     |
| Session 4 - SAT evening | 11 & Over  | 5:00 PM                  |                    | 6:00 PM                     |
| Session 5 - SUN AM      | All        | 7:00 AM                  |                    | 8:30 AM                     |

Site: University of Iowa - Campus Recreation & Wellness Center  
309 S Madison St, Iowa City, IA 52242

Facility: Competition Pool:  
Indoor, 8 lane, 50 meter pool with a starting end depth of 7' and a turning end depth of 7'. A Daktronics timing system with touch pads, back-up buttons, and watches will be used on each lane. Backstroke flags will be placed five meters from each end of the course. The competition course has been certified in accordance with Rule 104.2.2C(4) of USA Swimming Rules and Regulations. A copy of such certification is on file with USA Swimming.

Warm-up Pool: The diving well will be available for warmup and cool down only to



# Some Meet Documentation

- Psych Sheet – list of swimmers in each event – typically ordered fastest to slowest
- Session Report – order and timing of events in a session
- Check-in sheets – for positive check-in events
- Scratch sheets or cards
- Heat Sheets – events in order with seeding

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2018 CRAA Long Course Kick Off, Sanction #: IA-18-60R  
June 1 - 3, 2018  
Session Report

Session: 2 Saturday 11 & Over Prelims  
Day of Meet: 2 Starts at 08:30 AM

| Round                             | Event                                            | Entries | Heats | Starts at |
|-----------------------------------|--------------------------------------------------|---------|-------|-----------|
| Prelims                           | 11 Girls 11 & Over 100 Backstroke Chase Starts   | 104     | 13 u  | 08:30 AM  |
| Prelims                           | 12 Boys 11 & Over 100 Backstroke Chase Starts    | 83      | 11 u  | 08:49 AM  |
| Prelims                           | 13 Girls 11 & Over 100 Breaststroke Chase Starts | 71      | 9 u   | 09:03 AM  |
| Prelims                           | 14 Boys 11 & Over 100 Breaststroke Chase Starts  | 46      | 6 u   | 09:18 AM  |
| Prelims                           | 15 Girls 11 & Over 50 Freestyle SB End           | 127     | 16 u  | 09:27 AM  |
| Prelims                           | 16 Boys 11 & Over 50 Freestyle SB End            | 93      | 12 u  | 09:37 AM  |
| Prelims                           | 17 Girls 11 & Over 100 Butterfly Chase Starts    | 68      | 8 u   | 09:48 AM  |
| Prelims                           | 18 Boys 11 & Over 100 Butterfly Chase Starts     | 46      | 6 u   | 10:00 AM  |
| Prelims                           | 19 Girls 11 & Over 200 IM Chase Starts           | 82      | 11 u  | 10:09 AM  |
| Prelims                           | 20 Boys 11 & Over 200 IM Chase Starts            | 58      | 8 u   | 10:43 AM  |
| Prelims                           | 21 Girls 11 & Over 400 Freestyle Chase Starts    | 47      | 6 u   | 11:08 AM  |
| Prelims                           | 22 Boys 11 & Over 400 Freestyle Chase Starts     | 38      | 5 u   | 11:42 AM  |
| Break: 10 Minutes                 |                                                  |         |       |           |
| Finals                            | 23 Girls 11 & Over 200 Freestyle Relay DW End    | 10      | 2 u   | 12:21 PM  |
| Finals                            | 24 Boys 11 & Over 200 Freestyle Relay DW End     | 11      | 2 u   | 12:26 PM  |
| Swimmers Counts for Warm-ups: 309 |                                                  | ====    | ====  |           |
| Entry / Heat Totals:              |                                                  | 884     | 116   |           |
| Finish Time                       |                                                  |         |       | 12:30 PM  |

**PRE-SCRATCH**

DW End - Start all heats from Diving Well End  
SB End - Start all heats from Score Board End  
Chase Starts - ODD Numbered heats start from DW End, EVEN Numbered heats from SB End



# Age Group Standards

- Swimmers must be members of USA Swimming, except as defined in 202.9 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 ISI & 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 ISI Rule clarification



# 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 the maximum number is not exceeded*
- The meet announcement may reduce the maximum number of events
- ***Important to verify entries by meet, day, and session***



# 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.
- Times for relay should be provided, and no changes permitted after entry
- Composition of the relay team may change between prelims & finals
- Names & orders must be submitted before the start of the heat & no changes are permitted after the start of the race
- A relay comprises four eligible swimmers



# 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)

|    |   |   |   |   |   |   |   |   |   |      |
|----|---|---|---|---|---|---|---|---|---|------|
|    |   |   |   | 6 | 4 | 2 | 1 | 3 | 5 | 6    |
|    |   | 8 | 6 | 4 | 2 | 1 | 3 | 5 | 7 | 8    |
| 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. *[Trick ... Divide total entries by number of lanes to get number of heats and round up.] 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 (e.g. 2 swimmers tie for 3<sup>rd</sup> place - both are awarded 3<sup>rd</sup> place, no one is awarded 4<sup>th</sup>)



# Preliminary Session Seeding

- For Preliminary events, swimmers shall be listed fastest to slowest with the order of identical times determined by draw & “no-times” considered the slowest
- Circle (Vertical) Seeding
  - ✓ Last 3 heats – Fastest swimmer in last heat, second fastest in 2<sup>nd</sup> last heat, third fastest in 3<sup>rd</sup> last heat, fourth fastest in the fastest heat, etc. for < 400 **yards**; for 400 and above, circle seed two fastest heats.
  - ✓ All other heats are 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 the slowest heat)
- No heat initially seeded with less than three swimmers (for 2+ heats)
- A swim-off is performed when two or more swimmers have achieved the same time (to 0.01 sec) & seeding would potentially result in placing in different heats for finals (e.g., tied for 8<sup>th</sup> in an 8-lane pool)
  - Swim-off must occur within 45 min of any one of the swimmer’s last event during the session.





# 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)
  - *[Horizontal Seeding]*
- Finals heats may be seeded with less than three 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 [Horizontal & Circle Seeding]*
- Finals -- *Order of B & C (consolations & bonus) heats may be reversed and swum following the A (final) heat [Horizontal Seeding]*
- 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



# Official Times

- Official times can be achieved during – 1) *Any heat*, 2) *Swim-off*, 3) *Legal lead-off leg of a legal relay*, 4) *Time trial*, and/or 5) *Split time from the official start to completion of an initial distance of a longer length (provided event is legally completed)*.
- Times are for event swum regardless of stroke performed (*i.e., 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 re-swim 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)
  - ✓ Clock starts automatically on the starter's command and stops when the swimmer touches the pad at the finish
- Semi-automatic (Buttons) or (approved) cameras
  - ✓ Clock starts automatically on starter's command and stops when timers depress plunger at finish touch of the swimmer or photo finish time
- Manual (Stopwatch)
  - ✓ *Only hand-held, battery-powered, digital read-out type watches designed for timing purposes shall be used" – so no phones!*
  - ✓ Times recorded only to hundredths of a second (2 decimal places - 0.01)
  - ✓ No rounding



# 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
  - ✓ Overhead video cameras
  - ✓ Semi-automatic – 1, 2 or 3 buttons per lane, each operated by a separate person
  - ✓ Manual – 1, 2 or 3 watches per lane, each operated by a separate person

## 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 102.23 – 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 that comes in handy
  - Use common sense and a consistent procedure to make the best timing judgment.
  - BUT – don't get wrapped up in the procedures and make a good primary time into a bad time!



# POSITION RESPONSIBILITIES & BEST PRACTICES





- <https://www.usaswimming.org/officials/popular-resources/officials-documents>

- Meet Manager:
  - Distance Counting Sheets, Officials Assignment Forms, DQ log, Relay Take Off slips, etc.
- ISI Website
- DQ Slips
- Other AO's
- Club forms





# Workflow and Priorities

- As an Administrative Official, you are required to balance priorities and deadlines while maintaining quality and accuracy
  - Allocate work if more than one Administrative Official
  - Maintain consistency throughout the process
- “What’s the most important thing I need to do right now?”
  - This may change at a moment’s notice
- 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 is 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 components
  - ✓ On paper (by hand, manual)
  - ✓ From Hy-Tek, TeamUnify or other electronic means (CL2, HY3, SDIF, ZIP) (disc, e-mail)
  - ✓ 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 reports
  - ✓ Hy-Tek – wrong age group, q-times, etc.
  - ✓ USA-S – registration issues, proof of time
  - ✓ Psych sheets
  - ✓ More eyes are better than two
- Changing Entries
  - ✓ Maintaining integrity of database
  - ✓ Paper trail – the Computer Change Form
  - ✓ Document any changes
  - ✓ Forms on ISI and USA-S websites

The 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]



# Event Seeding

## • Pre-Seeded *[most common form in Iowa]*

- 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
- NTs assigned randomly to lanes ... re-seeding will result in CHANGES
- Missing swimmers will result in empty lanes

## Deck Seeded *[typical @ Prelim/final meets with scratches]*

- 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

## • Late or Forgotten Check-in

- Have one person handle; determine Meet Referee's preference
- Have a reason for what you do and be CONSISTENT and FAIR
- Communicate with ALL the people who need to know
  - ✓ Meet Ref
  - ✓ Announcer
  - ✓ Deck Referee
  - ✓ Timing console, computer operator
  - ✓ Timers
  - ✓ Coaches

## • Entry Problems *[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 **MUST** 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***



# Scratches ... No-Shows ... DFS

- A Scratch occurs when a swimmer withdraws from an event before the “scratch deadline” --- no penalty. It can also occur during a session at the Referee’s discretion
- A No-Show occurs when a swimmer doesn’t turn up for an event and hasn’t scratched or declared a false start
  - ✓ If the meet rules don’t have a penalty - no problem, record as NS in the meet program
  - ✓ If the meet rules have a penalty – implement the penalty
  - ✓ Establish a paperwork flow to handle
    - Who fills it out on the deck?
    - Where to turn it in?
    - System to determine next event/day penalty
- A Declared False Start (DFS) occurs when a swimmer announces to the Admin or Deck Referee that he/she will not swim the event
  - ✓ Typically not allowed for finals sessions (in a prelim/finals meet)
  - ✓ The event counts towards the swimmer’s event total [Not synonymous with “Scratch”]
  - ✓ DQ slip filled out



# Timing Judge Protocols

- Watch the **clock starts and finishes** ... Note a late start or late touch(es)
  - ✓ You can delegate this to your timing system operator, who always will be focused on the pool
- Review **times as they are imported** into Meet Manager
  - ✓ Are timers pushing buttons? Is one timer consistently late?
  - ✓ Watch timers, ask Head Timer to make corrections
- Is there a **consistent** pad or button **malfunction**?
  - ✓ Ask host equipment person to look into and fix
- While waiting for lane timer sheets, print CALC screen reports for heats with potential timing adjustments
  - ✓ Alternative: Note timing adjustment decisions on lane timer sheets
- Review **lane timer sheets** ASAP after the event and **compare** to meet software data
  - ✓ Are timers recording times, and recording correctly?
  - ✓ Spot check MM data vs. watches to assure no heat malfunction



# Primary Timing System Malfunction

- Difference between pad & backup times are greater than or equal to 0.30 seconds **highlights a potential problem**, or
- Place Judge(s) report a different order of finish, or
- 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 (either on calc sheet or event checklist)



# Primary Times Supported By Two Backup Buttons

| Heat 3 of 3 == Finals == Event 9 Girls 9-10 100 Yard Butterfly |             |                          |                          |        |          |          |          |     |    |
|----------------------------------------------------------------|-------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|
| Seed Time                                                      | Finals Time | DQ                       | Exh                      | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL |
| 1:47.31                                                        | 1:48.13     | <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 |
| 1:33.06                                                        | 1:30.15     | <input type="checkbox"/> | <input type="checkbox"/> |        | 1:30.18  | 1:30.12  |          | 3   | 4  |
| 1:31.74                                                        | 1:22.06     | <input type="checkbox"/> | <input type="checkbox"/> |        | 1:22.09  | 1:22.00  |          | 1   | 1  |
| 1:32.98                                                        | 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                                                        | 1:38.69     | <input type="checkbox"/> | <input type="checkbox"/> |        | 1:38.58  | 1:38.73  |          | 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 |

- 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



# Backup Buttons Disagree. One Supports Primary Time

| Heat 1 of 10 == Finals == Event 8 Boys 9-10 50 Yard Backstroke |       |                          |                          |        |          |          |          |     |    |     |
|----------------------------------------------------------------|-------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|-----|
| Seed                                                           | Time  | DQ                       | Exh                      | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts |
| NT                                                             | 51.84 | <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   | 46 |     |
| NT                                                             | 40.54 | <input type="checkbox"/> | <input type="checkbox"/> |        | 40.48    | 40.58    |          | 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"/> |        | 57.36    | 57.33    |          | 7   | 79 |     |
| NT                                                             | 46.61 | <input type="checkbox"/> | <input type="checkbox"/> |        | 46.52    | 46.43    |          | 4   | 58 |     |
| NT                                                             | 49.20 | <input type="checkbox"/> | <input type="checkbox"/> |        | 49.12    | 49.08    |          | 5   | 69 |     |
| NT                                                             | 44.80 | <input type="checkbox"/> | <input type="checkbox"/> |        | 44.68    | 44.72    |          | 2   | 40 |     |

- Usually a valid time, verify with Order of Finish and watch time, ask about soft touches
- Don't delete the bad button time



# No Backup Buttons

| 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     | <input type="checkbox"/> | <input type="checkbox"/> |        | 6:20.79  | 6:20.92  |          | 5   | 21 |     |   |
| 6:30.90                                                                | 6:36.88     | <input type="checkbox"/> | <input type="checkbox"/> |        | 6:36.97  | 6:36.89  |          | 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                                                                | 6:25.57     | <input type="checkbox"/> | <input type="checkbox"/> |        | 6:25.58  | 6:25.56  |          | 8   | 26 |     |   |
| 6:22.82                                                                | 6:07.97     | <input type="checkbox"/> | <input type="checkbox"/> |        |          |          |          | 1   | 7  |     | b |
| 6:26.49                                                                | 6:19.09     | <input type="checkbox"/> | <input type="checkbox"/> |        | 6:19.02  | 6:19.00  |          | 4   | 20 |     |   |
| 6:28.94                                                                | 6:25.01     | <input type="checkbox"/> | <input type="checkbox"/> |        | 6:24.80  |          |          | 7   | 25 |     |   |
| 6:29.46                                                                | 6:16.48     | <input type="checkbox"/> | <input type="checkbox"/> |        | 6:16.24  | 6:16.40  |          | 3   | 15 |     |   |
|                                                                        |             | <input type="checkbox"/> | <input type="checkbox"/> |        |          |          |          |     |    |     |   |
| 6:34.67                                                                | 6:22.57     | <input type="checkbox"/> | <input type="checkbox"/> |        | 6:22.49  | 6:22.53  |          | 6   | 23 |     |   |

- 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. Print out the Adjustment Page, annotate what you are doing and enter the watch time (or average watch time) as the Finals Time



# Lane Malfunction (late pad) Backup Buttons Agree

| Heat 4 of 11 == Finals == Event 9 Girls 12 and Under 50 LC Meter Breaststroke |           |             |                                     |                          |        |          |          |          |     |    |     |         |
|-------------------------------------------------------------------------------|-----------|-------------|-------------------------------------|--------------------------|--------|----------|----------|----------|-----|----|-----|---------|
|                                                                               | Seed Time | Finals Time | DQ                                  | Exh                      | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts | AdjStat |
| V                                                                             | 52.99     | NS          | <input type="checkbox"/>            | <input type="checkbox"/> |        |          |          |          |     |    |     |         |
|                                                                               | 52.51     | 47.77       | <input type="checkbox"/>            | <input type="checkbox"/> |        |          | 47.74    | 47.72    | 2   | 23 |     |         |
|                                                                               | 51.26     | 48.13       | <input type="checkbox"/>            | <input type="checkbox"/> |        |          | 48.14    | 48.12    | 3   | 26 |     |         |
| V                                                                             | 51.22     | 45.03       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 70 F   |          | 44.89    | 44.94    |     |    |     |         |
|                                                                               | 51.25     | NS          | <input type="checkbox"/>            | <input type="checkbox"/> |        |          |          |          |     |    |     |         |
| V                                                                             | 52.28     | NS          | <input type="checkbox"/>            | <input type="checkbox"/> |        |          |          |          |     |    |     |         |
|                                                                               | 52.59     | 54.10       | <input type="checkbox"/>            | <input type="checkbox"/> |        |          | 51.31    | 51.27    | 4   | 47 | ?   | y       |
|                                                                               | 53.27     | 46.71       | <input type="checkbox"/>            | <input type="checkbox"/> |        |          | 46.61    | 46.78    | 1   | 20 |     |         |

Time Adjustment - #9 Girls 12 & Under 50 LC Meter Breaststroke - Heat 4

Create Report

☐ Show Heat Malfunction

**Lane Adjustment Using Backup Times**

| Use                                 | Lane | Primary | Button 1 | Button 2 | Button 3 | Button Calc | Difference | Adjusted |
|-------------------------------------|------|---------|----------|----------|----------|-------------|------------|----------|
| <input checked="" type="checkbox"/> | 1    | NS      |          |          |          |             | 0          | NS       |
| <input checked="" type="checkbox"/> | 2    | 47.77   | 47.74    | 47.72    | 47.73    | 0.04        |            | 47.77    |
| <input checked="" type="checkbox"/> | 3    | 48.13   | 48.14    | 48.12    | 48.13    | 0.00        |            | 48.13    |
| <input checked="" type="checkbox"/> | 4    | 45.03   | 44.89    | 44.94    | 44.91    | 0.12        |            | 45.03    |
| <input checked="" type="checkbox"/> | 5    | NS      |          |          |          | 0           |            | NS       |
| <input checked="" type="checkbox"/> | 6    | NS      |          |          |          | 0           |            | NS       |
| <input checked="" type="checkbox"/> | 7    | 54.10   | 51.31    | 51.27    | 51.29    | 2.81        | y          | 51.29    |
| <input checked="" type="checkbox"/> | 8    | 46.71   | 46.61    | 46.78    | 46.69    | 0.02        |            | 46.71    |

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

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



# Other Scenarios

- No Pad Time – use Button time(s) after verifying with Order of Finish and watches
- 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 use any time you can get (e.g. coach time).
- 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!
- 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 THE AVERAGE DIFFERENCE BETWEEN PADS AND WATCHES



# 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 CALC SCREEN REPORT*
- 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 CALC report/lane timer sheet “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*



# Relays

- It is important to get all the relay names in the database correctly
  - Need names to check eligibility
  - A relay without names won't load into SWIMS
  - Are NS, DFS, DQ's correlated with Deck Referee sheets and DQ slips
- Find out when names are due to the Admin Official (e.g., 1 hour before the event)
  - Names and order can be changed before the event – even to the lane timer but it has to be before the race starts



# Verify Results

- 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



# Radios

- Listening on the radio provides the Administrative Official with a picture of what is happening on deck
  - e.g. DQs, No Shows, Reseeds
  - Then know to expect paperwork for these items
  - Can reconcile counts with deck referees' closeouts
- Acknowledge all radio calls made to you (e.g., “Event 3, Heat 4, Lane 3, No Show” from the Deck Referee)
  - A simple “thank you” is sufficient for the caller to know that you received the call



# 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? *[What format?  
How often do you need/want them back?]*
- ☐ Proper heat sheets to Officials?
- ☐ Personnel ready?



# End of Meet

1) Complete all the paperwork

2) Check with the Meet Referee

3) Ensure delivery is arranged of paperwork to host club, LSC etc.

4) Thank the support team





# Certification Requirements

- Complete this clinic
- Pass the online Admin Official + Clerk of Course or Admin Referee Test with at least 80% grade
- Complete 4 apprentice sessions – last with a Level 2 AO/AR
- Complete registration requirements
- Submit completed apprentice form to the Iowa Swimming Officials Chair



# Resources

## Documents

- Admin Official Apprentice Form
- Admin Referee Apprentice Form
- Working Your First Apprentice Session
- The “Professional” Admin Official and Admin Referee
- Example Table Instructions

**Current Versions of Documents can be found on the Iowa Swimming Officials website and USA Swimming website**





# Questions

- Remember the resources available to you.
- The best way to learn is to practice – at meets!

Thank you for your participation!