Administrative Official Clinic

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Administrative Official Clinic Reference Material

Utah Swimming, Inc.

Introduction

Why have Administrative Officials?

1. To help provide fair and equitable competition for the athletes which is run according to the rules and
2. To make sure the times entered into the USA Swimming SWIMS database are accurate

How do Administrative Officials Achieve These Goals?

They receive, process, produce and distribute information according to the rules

Administrative Officials, like all other meet officials, must be both USA Swimming registered and certified to work in the position by the LSC.

- Create an account and register with USA Swimming
  - Go to usaswimming.org
  - Select CREATE A LOGIN
  - Follow the online prompts to create your account.
  - Follow the online prompts to register for an Apprentice Official or Non-Athlete Membership
  - Apprentice Officials allows the trainee to go on deck and begin their on-deck training.
  - Trainee has 60 days to complete the Background Check (BGC), Athlete Protection Training (APT), and Concussion Protocol Training (CPT)
  - At day 61, trainee MUST become a Non-Athlete member which requires BGC, APT, and CPT to be completed before stepping on deck.
  - Download the USA Swimming app on your smartphone
  - **You must register before you are allowed to apprentice on a pool deck.**
- Complete the Background Check / Athlete Protection Training / Concussion Protocol Training
  - Login to your account on usaswimming.org. Navigate to Education > Course Catalog > Officials > Requirements
  - Background Checks are required every 2 years. Athlete Protection Training is required yearly. Concussion Protocol Training is a one-time requirement with no expiration date.
  - When you first login to your account on usaswimming.org, you should have a Good Standing designation under 'My Membership Card'. Click on 'Good Standing' to view your expiration dates.
  - **BGC, APT, and CPT must be completed before becoming certified.**
- Administrative Official Certification/Recertification Test
  - Login to your account on usaswimming.org. Navigate to Education > Course Catalog > Officials > Certification Exams (or Recertification Exams).
  - You do not need to report your test score.

Administrative Official Traits

- Likes working with people
- Patient and cooperative – even if you know how to do the jobs of everyone on the admin team, you can't do them all yourself without the meet slowing to a crawl.
- Willing to work under pressure and see the humor in the inevitable problems you'll have to work through on occasion.
- Coaches are advocates for their swimmers. While coaches will likely go to the Meet Referee with their concerns, they may directly come to you with timing or results question. Listen to their point of view and consider the information that they bring you.

- If requested, be willing to show a coach the detail that supports timing adjustments, judges' decisions for place, or other admin decisions, but don't disrupt the session moving forward unless absolutely necessary.
- Detail Oriented
- Cares enough to do it right, even though it takes time.
- Studies and knows the rules about seeding and timing.
- Knows how the timing equipment and Hy-Tek work has actually read the manuals
- Good with math to do/verify timing adjustments

The Administrative Official can only work in one official capacity at a meet

For example: Cannot serve simultaneously as an AO, referee, starter or Stroke and Turn Judge. However, may have varied assignments within the admin role at different meets.

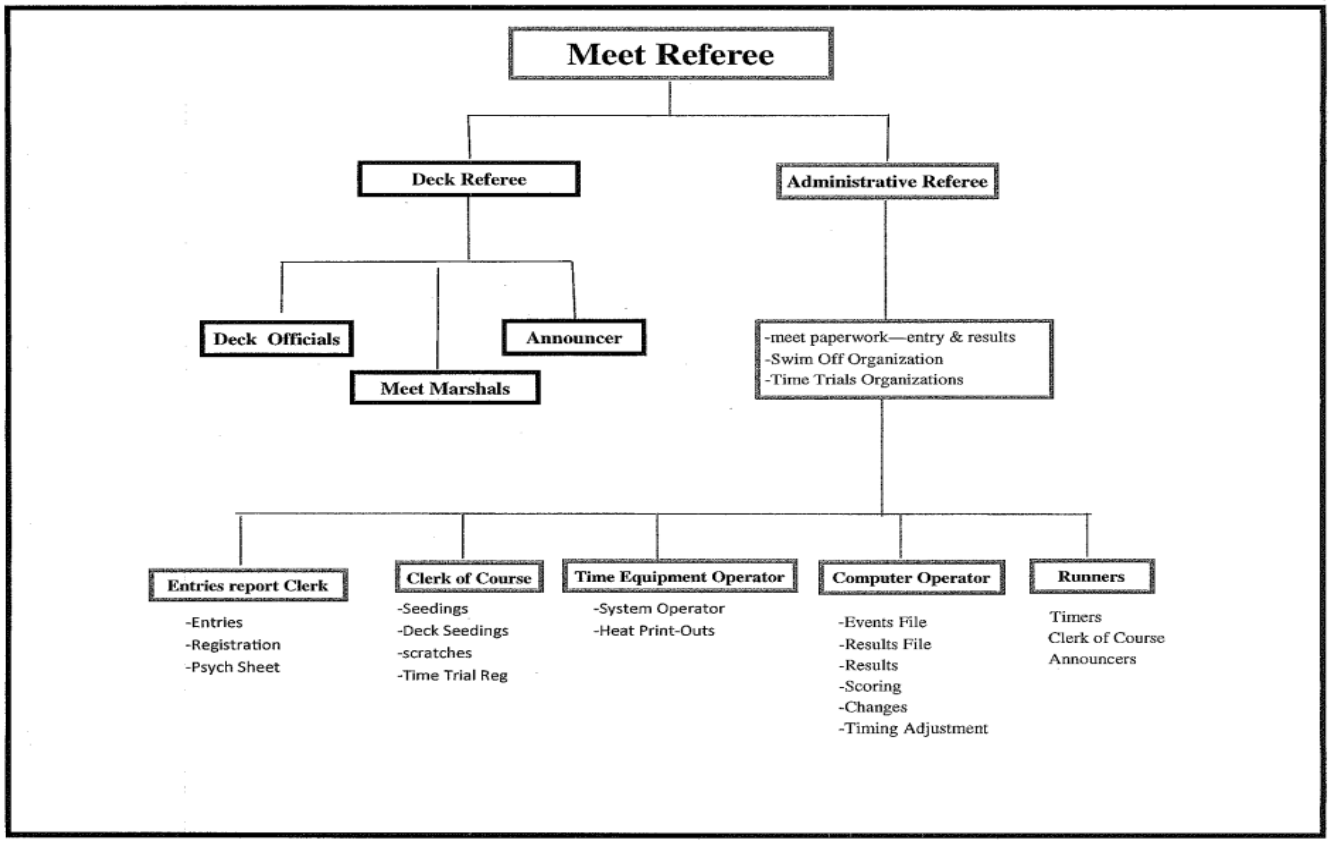
Some Things Stay the Same, Others Change

It's important to remember that at meets, some things will also be the same. For example, rules must always be followed. People in certain positions must always be properly certified to work that position. However, some things will change. For example, there are more PEOPLE and PROCESSES at a double-ended starts long course championship than at an intrasquad.

There are many right ways to run a meet as long as the rules are followed and what needs to get done, gets done.

People and What They Do

Who's who at a meet?



Administrative Official Duties

Rule 102.14

The ***Administrative Official*** is responsible for:

- verifying all **meet equipment** is working properly (timing system, buttons, pads, starting horn, watches, etc.)
- the **accuracy of the official times** credited to each individual swimmer or relay team; if a seed time looks questionable, check it out;
- ensuring the **seeding** of each event is accurate;
- determining and publish **accurate results and scores**;
- **personnel** involved in achieving this purpose, including computer operators, timing judges, clerks of course, entry chairs, etc.

The Administrative Official reports to the Meet Referee and "shall perform other duties assigned by the Referee.

Admin Official or Admin Team?

Let meet need dictate.

Depending on the meet, you may be able to get by with just and Administrative Official and a Timing System Operator. Most meets will require more help.

Possible Admin Team Members, Duties and Paper Flow

Clerk of Course (CC)

- Event check-in
- Accepts scratches
- Manages Relay Declaration cards
- Coaches sign-in, checking that credentials are up-to-date.
- Payments for meet entries
- Positive check-in for events that require it (typically for event 400 or longer)

Timing Equipment Operator (TEO)

- Operates the Colorado or Daktronics Timing Systems; records on their heat sheet: console race number, empty lanes, any unidentified swimmers

Timing Judge (TJ)

- Reviews timing system results for each heat, along with watch times and Order of Finish data, to determine whether adjustments are needed.
- Account for each lane – if not timed then NS# for No Show, DFS# for Declared Start, or DQ# when no results for that lane are on the printout (such as a swimmer who arrives late for the initial start of the heat and is therefore disqualified for delay of meet). Use a pencil, not an ink pen, when marking on the timing printouts.

Computer Scoring Operator (CO)

- Operates the scoring software, such as Hytek Meet Manager or TouchPad

Informational/Paper flow is typically in the above order, with the AO approving results prior to posting.

Note: At many meets you may be CC, TJ, & CO

In addition to the Clerk of Course, Timing Equipment Operator, Timing Judge, Computer Operator, your other team members include

- Chief Timer and lane Timers
- Runner for timers' cards, posting results
- Announcer

- Awards personnel

Be sure that all the team members know how you want to do their job.

- Go over the paper flow order at the start of the session.
- Check the first few heats at intermediate points.
- Once results start coming out, the Administrative Official is likely only able to review results as they are produced by the Computer Operator.

Build on a Firm Foundation. Meet Announcement, Software & Equipment Set-up

Meet Announcement *must* be followed

Start with the Meet Papers!

- Type of Meets
- Meet Rules

Read and Re-read the meet announcement. Highlight the sections that apply to the Admin Official, especially anything having to do with rules or time deadlines.

KNOW THE ANSWERS TO:

- Seeding order?
- Which events are running Fast-to-Slow vs. Slow-to-Fast (default order)?
- Are any events Alternating Female then Male?
    - What time do the Check-ins close? Who is handling check-ins?
        - Meet announcements and advance information shall specify check-in and scratch procedures for individual and relay events and penalties for violation of those procedures. The time positive check-in closes (usually in order to swim, but can be in order to be seeded in other than the slowest heat)
        - Positive check-in sheets are usually in alphabetical order
        - Athletes and coaches do check-in, not parents or teammates
        - The penalty for being a No Show after positively checking in
- Is scoring set up correctly?
- Are deck entries allowed? If so, when is that deadline?
- How does the Meet Referee want Timing Adjustments handled?

Make sure meet has been set up correctly in the software

- Refer to manufacturer documentation (See manufacturer website)
- For detailed course and working example of how to set up a Timed Finals meet in Meet Manager, see HostGreatMeets.com and search for "Course to Self-Teach Meet Manager 6.0" Although there are newer version of the software available, must of the basic set-up remains the same.
- Verify that each point specified in the meet announcement has been accurately set-up in the software
- Hy-Tek Meet Manager is most common meet software in Utah
    - Most meets require entries to be made in a Hy-Tek Meet Manager format.
    - Results must be sent to the UTSI office in Hy-Tek format; they are then uploaded to the USA Swimming SWIMS database.
    - If you'll be using Meet Mobile, set it up in Meet Manager
    - For more information on setting up a meet and running a meet on HyTek's Meet Manager, please refer to the Tutorials found in the Meet Manager program. (Internet connection required.)
    - Meet Manager 6.0 New Features:
        - Run Mode – Events window added a column for ?'s

- Splits – adjust missed touches
- Scratch Pad – Positive Check-in usage
- Right click on swimmer's name in Run screen to get list of events for that swimmer

Meet Equipment: Timing System and Computer Set-up

Timing Equipment Options

Colorado Timing System(CTS) 5/6 is most common

- Three manual stopwatches (manual entry into software)
- CTS Dolphin (wireless transmission of watch times into meet software)
- CTS Swimming 5/6 Timing System (console and fully automatic touchpads or semi-automatic buttons — usually 2, but could be 3)
- Daktronics (fully automatic touchpads only, button for secondary back-up)

Check manufacturer websites for downloadable manuals for equipment. HostGreatMeets.com also has information on timing and computer equipment. (See tags for applicable posts)

Verify Computer and Timing Equipment Work Together BEFORE Meet Begins

Before the meet start date, spend time during the week testing all the equipment and verifying everything is in good working order. Verify that all meet software is up to date and printers are working well.

- Check all equipment on the deck with the Continuity Tester box. Always connect deck cable to the timing console before checking each lane. Connecting the cable first lets you verify both the pad and button are good.
- Double-check the timing console system. Verify timing console settings.
- Verify communication between console and computer.
- Are the Events correctly installed in the Timer? In the Scoreboard? Any subsequent changes – reload to Timer and Scoreboard.
- Are all pads and buttons working properly BEFORE the first heat of swimmers go off the blocks?
- **Make sure the timing system has the "averaging backup times" turned OFF.**
- **Make sure starter is connected into the start, not back-up start on cord.**

Timing Equipment Operation

- Meet session is downloaded to the timing system, so the event number and heat number don't have to be entered
- Timing system check, ideally before and after warm-ups
    - Touch the pad, see the scoreboard display the pad time, then press button – to be sure that the cord from the pad is plugged in correctly.
    - Print-out working, with all printing on the page.
- If the Meet Referee wants DQs to be displayed on the scoreboard, the Deck Referee should inform the TEO before the end of the heat, if possible.
- Be sure the TEO knows how to do a "late start" (pictures below)
    - When there is an electronic timing malfunction to an entire heat, always encourage the Timing System Operator to do a Manual Start to the Timing System. When that is done, the system will provide an accurate order of finish and the Timing Judge can adjust the results by using the watch times for an accurate finish time.

For Daktronics timing systems, the manual start is the green button at the bottom left of the console.

For Colorado Timing Systems, the manual start is the button at the bottom left of the console.

- Be sure the TEO knows what to do if there is a valid start before the timing equipment has been reset for the new heat
    - Answer yes to the on-screen question about the valid start.
    - Or insert a manual start from the timing consol. If so, a whole heat timing adjustment will be required, and the Starter will make an announcement that the times on the scoreboard are definitely not official. Be aware, though, for a 50 yard or meter event, the pad may not arm in time for the finish unless the manual start is inserted quickly.
- Inserting a start
    - The timing equipment accepts touches for what it thinks is the finish of the race, but it's not.
    - For example, positive check-in reduces the number of heats of 500 Freestyle from 5 (for 34 entrants) to 4 (for 31 entrants).
    - After the actual last heat (the 4th) of 500 Freestyle, the TEO presses Store/Print and the Swimmer 5 advances to the 5th heat.
    - The first heat of the 1000 Freestyle is next; all appears fine until finish times appear as swimmers complete 500 yards.
    - Then the TEO realizes that the equipment is set for a 500-yard event instead of 1000.
        - First, allow all swimmers to complete their 500 yards.
        - Then, insert a manual start from the timing consol.
        - The times from the original start will produce valid split times for the first 500 yards. A whole heat adjustment using the manual start and watches will produce the official times at 1000 yards.
- Additional information on running a automatic or semi-automatic timing system is available on the manufacturer's website and also at HostGreatMeets.com. (See tag: Timing Equipment Operator)

Meet Entry Processing and Pre-Scratch Reports

The Entry and Registration Process

- The meet flyer has details on how to enter
- Run Exception reports to check for:
    - Over entries – too many events entered for the day or the meet
- If swimmers do not choose/specify, entries are usually cut back from the highest numbered event until the entries comply with USA Swimming Rules (6 timed finals events or 3 prelims/finals individual events per day) and meet rules (can be fewer).
    - Discrepancies in event number and age group/gender of athlete
    - Entries slower than the qualification standard
    - Impossible times (for example, a 1000 time for a 1650 yard event)
    - (note: avoid scratch downs by serial entry of teams while checking seeded timeline)
- Registration — Membership in USA Swimming cannot be done at the meet. All athletes' registrations and times are verified before the meet by sending a meet backup to Todd Etherington.
- Seeing the meet database for the first time when the meet is about to begin is NOT a good idea. Entry problems can be caught before the meet begins. Then corrections can be made before you seed the meet and before you print programs.

Pre-Scratch Reports

- Once entries are accepted, produce an initial psych sheet and timeline (Sessions Report.) Review, note issues and share with Meet Referee.
    - Once entries are accepted, produce a meet program.
    - Events for the session in proper order, usually in three column format.
    - The Meet Director and Meet Referee may prefer to use fewer than the maximum lanes in the course. For smaller meets this can provide continuous warm-up space, stretch the timeline so that athletes have more time between swims without breaks between heats, and reduce the number of timers and officials needed.
    - For events that don't require positive check-in, seed in accordance with meet announcement – for timed finals this generally is slow to fast. Check for non-conforming entry times.
    - For events that do require positive check-in, the program has the entries in psych sheet order – fast to slow, not seeded.
    - For events that allow deck entries – relays are a common example – a comment to that effect is helpful to go along with any entries in the program.
    - Make sure you have sufficient paper for the printers, pencils, and paper clips
    - Administrative Official reviews the program and timeline.
    - Make sure you have sufficient paper for the printers, pencils, and paper clips

Seeding, Scratches, and Positive Check-in

Seeding, Scratches, and Positive Check-in Overview

- Before seeding, enter and process any scratches
- Events with a positive-check may not be seeded until the check-in is complete or the deadline is past.

Seeding and Report Review

- Enter and process all scratches
- Seed only events that do not require a positive check-in
    - If the positive check-in deadline has passed or all swimmers are accounted for, then the event may be seeded.
- Produce and review Meet Program (a.k.a. Heat sheet) Review and ask Meet or Admin Referee to review.
    - Is seeding correct for each event? Fast to slow or slow to fast? (Check meet announcement if unsure)
    - NOTE: If event(s) require positive check-in, the program has the entries in psych sheet order – fast to slow, not seeded.
        - For events that allow deck entries – relays are a common example – a comment to that effect is helpful to go along with any entries in the program.

Other Meet Reports

- Once seeding is approved and program is finalized prepare
    - **Timer Sheets** for seeded events
    - **Heat Sheets** (Note athletes with disabilities requiring accommodation)
        - Referee: One event per page, one column format
        - Starter: Same as above, unless 2-column continuous event format is preferred (Can more easily see upcoming events and who should be there)
        - Chief Judges (CJ's) may prefer two-column
        - TEO and Computer Operator may prefer 3-column format
        - 3-column format to Stroke and Turn officials and to post
    - **Timeline** (Sessions Report)
        - For Referee and Starter

Reseeds

- DO NOT RE-SEED A MEET ONCE THE HEAT SHEETS ARE PRODUCED!!!
    - Hy-Tek will re-randomize heat and lane assignments for any athletes with identical seed times, including No Times.
- Deal with any reseeds "event by event" once the Meet Referee says to do so.
- If a re-seed is necessary, use pink paper for re-seeded heat sheets and lane timer sheets. Use another color paper if there's a second re-seed of the same event.

Seeding Positive Check-in or Deck Seeded Events

Consider a trial seeding of deck-seeded events

- To be sure that the meet set-ups are in accordance with the meet announcement and that the printed heat sheet will be clear about the order of heats.
- Usually these are the last event of the session for the age group and are 400 yards or longer.
- Fast to slow seeding is common.
- Alternating women and men by heat is common, also, but this may be a problem on events shorter than the 1650/1500 if it would result too little time between swims for men who swim in the last event that does not alternate and have only one women's heat before their next event.
- Be sure to handle non-conforming entry times (such as a short course time in a long course meet) in accordance with the meet flyer.
- If everyone checks in to swim, then you are done. If not, remove the seeding, make the corrections then seed and review event. Get approval before distributing reports.

For seeding of deck-seeded events

- See the meet announcement for the time positive check-in closes.
- Typically 30 minutes before the start of the session if a positive check-in event is the first event of the session, such as a distance only session.
- Often the time is well after the sessions starts if the positive check-in events are at the end of the session, when you are very busy getting results out.
- The seeded heat sheets should be checked by the Admin Official or Meet Referee
- Then produce heat sheets for the officials and timers' cards and have them distributed.
- Post the seeded heat sheets and provide copies (3-column format) for coaches at the Clerk of Course. The Announcer will inform swimmers and coaches that the seedings are posted.

Processing, Producing, and Distributing Accurate, Timely Results

Results Processing Overview

- Once the session is underway, the goal for the Admin Team is getting the results out – correctly, in accordance with rules, and timely.
    - Each team member should be comfortable asking questions about why timing adjustment decisions were made the way they were – if it doesn't look correct, ask.
    - Sometimes the correct answer is not obvious – because invalid data doesn't come with a label that says "invalid".
    - The Meet Referee should be made aware of non-obvious decisions, especially judges' decisions on places.
    - Sometimes you'll have to put a difficult heat or event aside for the time being in order to keep other results coming out in a timely manner. If you have an off-duty referee, put him or her to work on the adjustment.

Determining Which Information is Valid

Information items: Times, Orders of Finish, and the DQ log

- Where humans are involved, information error is possible
- Properly operating automatic timing has no error if it starting on time and the athlete touched the pad with enough force.
- Backup buttons and semi-automatic timing that uses buttons as primary are subject to Timer error on the finish.
- Backup watches and manual timing that uses watches as primary are subject to Timer error at the start and the finish.
- Order of Finish is difficult, especially for close races and lot of lanes.
- The DQ Log records event, heat, lane, athlete, violation, official making the call, and the referee who approved it – lots of chances for error.

We'll go in depth into correcting errors later. First, let's get an overview of the process.

Receiving Deck Paperwork

- Assemble each event's paperwork
    - Timing printouts in heat number order, with recommendations for adjustments
    - Order of Finish
    - Lane timer slips, in lane number order
        - The Runner should be starting at the far side and deliver the timers' cards in lane number order.
- Give the package to the Computer Operator or Administrative Official for review
    - At the start of the session the Administrative Official may want to review the package before it goes to the Computer Operator.
    - Once the meet progresses to where results are being produced the Administrative Official may prefer the package to go immediately to the Computer Operator.

Receiving Electronic Race Data & Time Verification Tips

- For producing results – be sure the computer is receiving data
    - Draw in the results for each heat by race number, being careful to match the names and times by heat.
    - Look for changes in athletes and DQs not entered by the TEO; they should be marked on the heat results, the DQ log, and timers' cards. Investigate any inconsistency with the Deck Referee.
    - For meets with automatic timing, use the computer to compute timing adjustments for lane malfunctions with valid buttons. Print the adjustment calculations and put them with event paperwork.
    - Meet Manager 6.0 & up will, if the Automatic Backup Time Adjustment feature is turned on, attempt to calculate an official time using an adjustment from the button, but
        - The printed documentation of the calculation is severely lacking
        - It sometimes gives up and uses a zero adjustment from the button, when the rules say that an adjustment calculated from an adjacent heat is to be used.
- If the Computer Operator is caught up, then the Computer Operator may want to get started with time verification without the lane timers' sheets.
    - You will need to go back to verify that a pad is good (consistent with the watch time) if the backup button is missing.
    - For a lane timing adjustment done from a button, you will need to verify that the button is valid (consistent with the watch and FO).
- For distance events, especially those that alternate, you will definitely want to work faster than the timers' sheets arrive.

- For freestyle finishes, missed pads are less common.
- The Timing Judge, Chief Timer, Computer Operator or Admin Official can get a watch time that is needed for a lane.
- If the timing printout shows a discrepancy between the pad time and the button time, it is possible that there was a missed pad during race for which the TEO did not insert a touch. Check the earlier touches. For example, the touch recorded for length 18 in a 500 freestyle may actually be the finish time.
- Be aware that touchpad errors can be assessed by printing out split times.

Adjust Time, if needed, and Finalize Results

- Make any needed time adjustments (More on this later)
- Be sure that you agree with the adjustments recommended by the Timing Judge. If not, discuss and come to an agreement.
- Results for the event are printed one-event per page, one column, with points if the event is ready to be scored.

Checking and Approving Results

- The Admin Official will check results before they are posted.
    - Are the timing adjustments in the results? Even if the timing adjustment was printed, it had to have been accepted to get the adjustment in the results.
    - Do the DQs in the results match the DQ records exactly?
    - Did the top seeds perform as expected? If not, be sure that the proper race numbers were drawn in.
    - Are there several ties in the results? If so, this could be an indication that results from the same race number were drawn in twice. This is can easily happen when heats are run out of order, such as to accommodate a heat that is re-started after a faulty initial start.
    - Did any athletes not swim in the heat/lane as originally seeded? Late entrants, athletes who swam in an earlier heat or different lane? Do results show the correct name and time?
    - Are scores correct, in accordance with the meet flyer?
    - If you have split times printed, are there any clearly erroneous splits, such as a 50 yard time of 16.09 seconds that is really the prior heat's swimmer exiting the pool just after the pad is armed.
    - If the results are OK, initial or stamp them, and send copies to be posted, and announced, if needed. Publish to Meet Mobile.

Administrative Disqualifications

Relays

- Relay DQs, often identified when the computer operator enters the names of the athletes who swam on the relay
    - No athlete is permitted to swim more than one leg of the relay.
    - No athlete may swim on two relays in the same event.
    - Meet rules may prohibit an athlete from participating on some combinations of relays, such as the 10 & U and 12 & U 200 Free Relay.
    - Every athlete must be legally attached to the team to compete on a relay. Changes to team affiliation require the athlete to have been unattached for 120 days. An athlete who swims an individual race is representing his or her team.
    - If not noticed quickly, awards may need to be recovered and redistributed.
- Coaches who have a relay team intentionally violate these rules will typically inform the deck officials.
    - This lets athletes swim when one athlete doesn't show up.
    - The lead leg athlete has an opportunity for a legal time on any DQed relay, including administrative DQs.

Athlete Shouldn't Have Swum

If correct application of USA Swimming Rules or meet rules would have prevented an athlete from swimming, but the athlete swam anyway, what happens to the time?

- Could be the result of a No Show in a positive check-in event.
- You'll need to discuss this with the Meet Referee.
    - The Meet Referee could decide to DQ the swim – likely if the athlete or his coach had been informed that he was barred from swimming.
    - The Meet Referee could decide to allow the time to count, but not for points or place – likely if neither the athlete nor his coach had been informed that he was barred from swimming. Accomplish this by checking the Exhibition box on the computer screen where the times are drawn in by race number.
- Could be the result of an athlete swimming in an event he's was not entered in or entering the competition pool without the Referee's permission.

Administrative Extra Times

Additional events and times need to be inserted into results in certain situations. The computer operator will need to insert a new unscored event into the meet. If there are several, it's helpful to combined all Administrative Events into their own session. Ensure that these events are not score and that there is no fee associated with them.

Relay Lead Leg

If requested, a time achieved in the lead leg of a DQ'd relay (Lead leg times are automatically official times for relays that are not DQ'd.)

- As long as the DQ was a swimming violation or administrative violation by the 2nd , 3rd, or 4th leg swimmer, not the 1st leg swimmer.
- Typically not requested unless it's a personal best.
- Even though the 1st leg was completed legally, the Meet Referee could decide not to allow a lead leg time if the relay was DQ'd for subsequent unsportsmanlike conduct, particularly conduct involving the 1st leg swimmer – such as jumping in the pool to celebrate before all teams finish the race.
- Event name example – "100 m Backstroke Lead Leg in DQ'd 400 m Medley Relay".

Initial Distance

If requested, a time achieved in the initial distance of a longer individual race, such as 800m in a 1500m Freestyle or a 50 yard Butterfly in a 200 Individual Medley. Keep track of all requests for initial distance times during the meet.

- This must be requested by the athlete or coach *before* the race.
- The request likely will be made to the Deck Referee, but it could come to the Administrative Official.
- If touchpads operate properly, the initial distance time from the touchpad is official, otherwise three watches are needed from timers.
- If the initial distance time achieved is not a personal best, the request is usually withdrawn.
- For the initial distance time to be valid, the swimmer must finish the initial distance legally as a finish (not a turn, critical for backstroke) and complete the entire event legally.
- Event name example – "100 m Backstroke Initial Distance".
- Go to the corresponding "Initial Distance" event in the run mode, add the swimmer in "adjust," and enter the split time in the "Finals Time" and "Button 1" columns.
    - Now the initial distance times will go into SWIMS automatically and also be in the results file that the coach gets.
- If needed quickly to qualify for an upcoming meet, the swimmer and coach will appreciate a results printout for the initial distance.

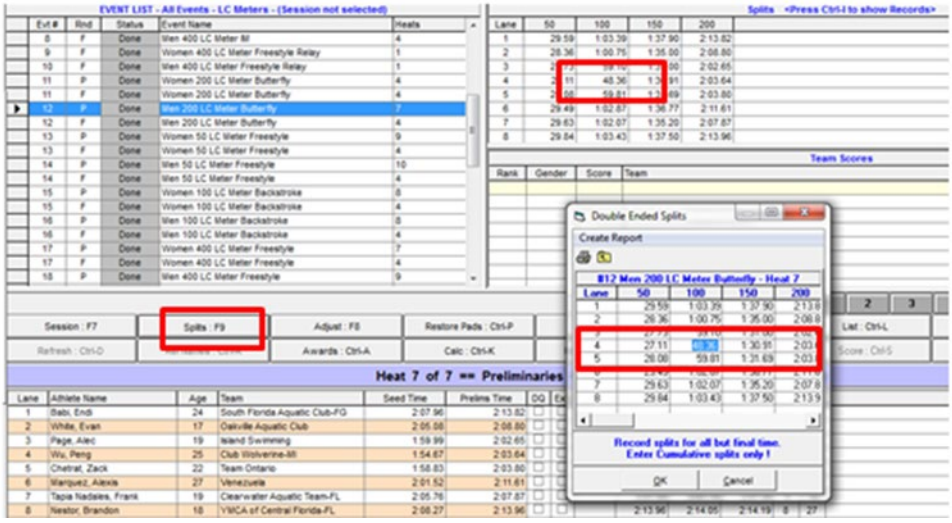
Administrative Adjustment: Split Times

Results for meets with automatic timing should include split times. Considerations include the following:

- The Computer Operator can look at split times as each heat's times are drawn in, which is OK as long as you're caught up, but it adds time to getting results out.
- Results printed with splits require a lot more paper to post, especially if both cumulative and subtractive splits are printed.
- One alternative is to review splits after the session ends.
    - Look for first splits that record a time just after the pad is armed – it's the prior heat swimmer being late getting out the pool. The TEO should have erased the bad touch.
    - Look for splits that are out of place – there was a missed pad for which the TEO should have inserted a touch. Move the split to the proper place.
    - Look for a split time that is almost the same (but not exactly the same) as the finish time. The finish time is likely from an adjusted button. The similar split time may be the actual pad time from the true race finish, but the pad was not armed for the finish because of an earlier missed pad.

Adjusting Inaccurate Split Times

It happens all the time – an inadvertent mistake by a swimmer, timer or timing system operator records a false and inaccurate split time. Rarely, however, are those split times removed from the scoring system. They should be, and this is how to do it.



In the **RUN** menu for the questioned Event and Heat, go to the upper right hand corner box where you see the splits (needs to be cumulative). In that window, the inaccurate split time can be deleted, or changed, depending on the timing system operation.

WARNING: Make sure due diligence has been done before deleting or changing any times, and only do it with the Meet Referee's approval.

Determining the Correct Time When Issues Arise

Possible Timing System Malfunctions

- Timing System shows **.31 second difference or greater** between the Primary and Secondary systems (i.e. pad to button time)
- Place Judges report a **different Order of Finish** (OOF) from the Timing System
- **Electronic Failure** – system doesn't start or stop; system shutdown; pad or button no longer sending electronic signal at finish
- **Swimmer Error** – misses pad on intermediate or final touch; soft touch doesn't trigger pad finish

- **Timer Error** – misses strobe flash at start (late watch); anticipates swimmer final touch (early button and watch); misses final touch (no valid button or watch times); isn't in position to get a clear view of the finish

Determining Which Times are Valid

- Automatic Timing (touchpads primary)
    - Discrepancy between a pad and an earlier button (of 0.30 seconds or more) is usually the result of a late pad. Check whether the watch confirms the pad or the button. It's best to have different Timers on the watch and the button.
    - Timers can report soft or missed touches, as can the TEO.
    - Discrepancy between a pad and a later button is usually the result of a late button.
    - Discrepancy between a button and a watch – a least the button was started at the correct time.
    - Order of finish sometimes helps on deciding whether a time is valid or not.
    - Whole heat adjustments for manual start by the TEO are rare and noted on the printout.

Determining Official Time

One of these Primary systems MUST be used

- **AUTOMATIC** (activated by starting device and stopped when Swimmers touch touchpads) with a **Back-Up System of:** Semi-Automatic Timing: Electronic Start, system stopped when 3, 2 or 1 **buttons** per lane **each** pushed by a separate Lane Timer at the finish touch of the Swimmer, and, Manual Timing**:** Manual watches (3, 2 or 1 per lane) each started and stopped by separate Lane Timers.
- **SEMI-AUTOMATIC** (activated by starting device and stopped by 3 or 2 buttons - 3 preferred - **each** operated by separate Lane Timers), the **Back-Up System must be:** Manual Timing**:** 3, 2 or 1 watches per lane each started and stopped by separate Lane Timers (can be the button operators).
- **MANUAL** - **three (3)** hand-held battery-operated **watches per lane**, each operated by a separate Lane Timer.

Note: At least one (1) watch is required as a backup up when any Automatic or Semi-automatic Primary System is used (unless the backup is by fully integrated, stationary, overhead, 100 frame per second video cameras).

NEVER mix data from different timing systems when doing timing adjustments!

Timing System Malfunction? Prove the Pad Time is Incorrect

- The Administrative Official's main purpose when a Timing System Malfunction occurs is not to prove the button or watch backup times are correct, but to **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.

To do this, the Admin Official ***must*** **INVESTIGATE**

Evidence Needed:

- Button and Watch Times
- Order(s) of Finish

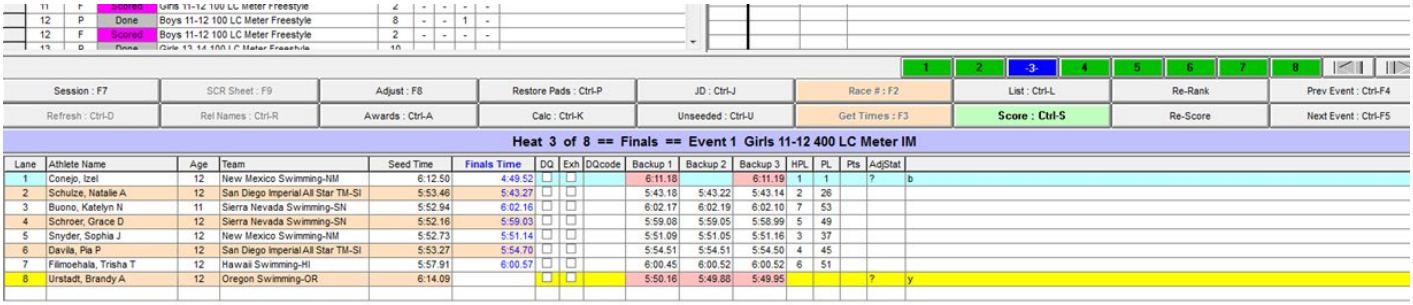
Ask Questions:

- Timers: Accurate buttons and watches; swimmer soft or missed pad touch
- OOF Judges: Accurate order
- Both: Anything peculiar about this situation

Examples

Lane Malfunction A: .31 Pad-to-Button Difference (Meet Manager 6.0)

If you have only one BUTTON and you determine the BUTTON time is accurate, the BUTTON time can be placed in the "Finals Time" column on the run screen of MM. If the Order of Finish changes, check that this adjustment agrees with the Order of Finish from the Starter! Always print the calc screen before making any adjustments.



| | | |

- For adjacent lanes a Place Judge may routinely get the correct order, even if times differ by only a few hundredths of a second; this is much less likely if the lanes are further apart.
- Two orders of finish from opposite sides of the pool are preferred to one and are better for making a Judges Decision on place to override times from buttons or watches. (Places from properly operating automatic timing are, by the rules, never overridden.)

Whole Heat Timing Adjustment

- This rarely needed type of adjustment is for situations when
    - The primary timing system is automatic or semi-automatic and
    - The primary timing system starts late (or occasionally early) due to equipment or operator malfunction, resulting in
    - Times from the primary system being equally incorrect.
- The question is: By how much the primary system is incorrect?
- The adjustment is based on the average difference between the valid watches and the usable times from the primary timing system.
    - Differences are usually several seconds.
    - Differences used in the average should be within 0.30 seconds.
    - The average drops any digits beyond hundredths of a second.
    - Apply the average difference to the primary times.
    - Be sure that the form used to calculate the whole heat adjustment is in the event timing paperwork and the calculated official times are in the results.
- The primary system must have armed in order to record a usable time.
    - The standard arming time is 15 seconds.
    - If the watch time indicates that the primary system should have recorded a time faster than the arming time, then the time actually recorded by the primary system will not be usable in the whole heat timing adjustment calculation.
- If a pad is not usable, but the button can be used, do that lane adjustment, then do the whole heat adjustment (omitting the lane of the invalid pad in the whole heat adjustment calculations). Then add the adjustment factor to all lanes.

Tip:

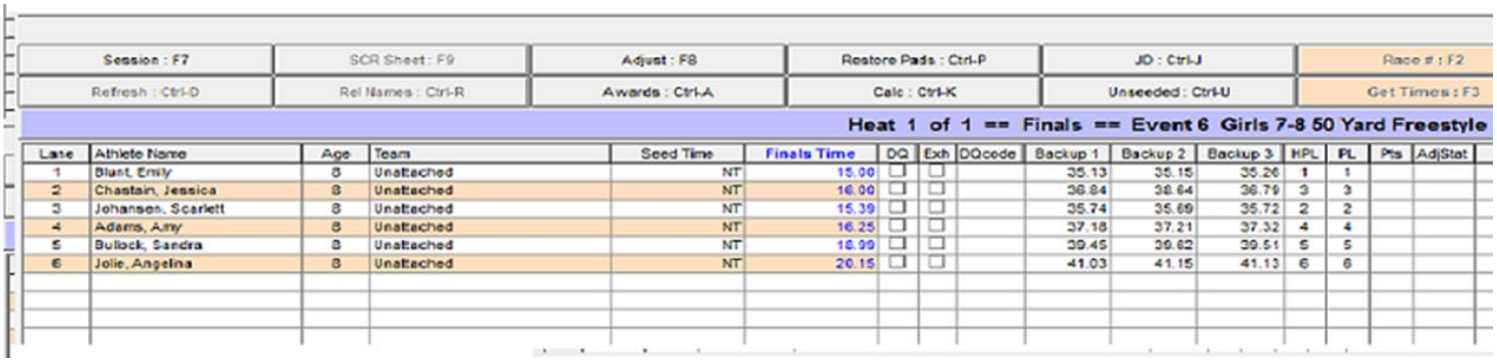
- Whole heat adjustments and any adjustment using watch times likely are calculated by hand – paper form and calculator.
- Use of the computer to calculate the adjustment will likely slow you down, since the watch times must be entered.

Heat Malfunction: NO Electronic Times, Only Watches

In the Run mode, enter the watch times for each lane in Backup 1, 2, 3, filling the columns from right to left; then click on the Calc button. If you only have two watches, enter the watch times in columns 2 and 3 – column 1 is usually reserved for your semi-automatic timing system button. The system will put the average of two watches, or the middle time for three watches, into the Final time column.

Heat Malfunction: Late Console Start

If you have a heat malfunction where the console was started late, use the calc screen and check the “show heat malfunction” box in upper left. Enter the watch times in the “Watch Time” column for each lane. Use the same procedures as noted in previous slides to enter the watch times based on having one, two, or three watch times. Print the report, and then accept the adjusted times (for MM 6.0, first change backup times to use USA Swimming rules – don’t forget to change it back to FINA rules once you are finished). In this manner, the times of the primary system are adjusted by calculating the average difference between the primary times and valid back-up times for every lane in the heat.



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

Heat 1 of 1 == Finals == Event 6 Girls 7-8 50 Yard Freestyle

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Blunt, Emily	8	Unattached	NT	15.00	☐	☐		35.13	35.15	35.26	1	1		
2	Chastain, Jessica	8	Unattached	NT	16.00	☐	☐		36.84	36.64	36.79	3	3		
3	Johansen, Scarlett	8	Unattached	NT	15.39	☐	☐		35.74	35.69	35.72	2	2		
4	Adams, Amy	8	Unattached	NT	16.25	☐	☐		37.18	37.21	37.32	4	4		
5	Bullock, Sandra	8	Unattached	NT	16.99	☐	☐		39.45	39.62	39.51	5	5		
6	Jolie, Angelina	8	Unattached	NT	20.15	☐	☐		41.03	41.15	41.13	6	6		

Lane	Primary Pad time	Watch A	Watch B	Calc Watch Time	Watch time Minus pad Time	Heat adjustment	Official Time
1	52.12	55.14	55.14				
2	51.56	54.56	54.66				
3	51.09	54.18	54.19				
4	50.12	53.15	53.21				
5	49.78	52.91	52.90				
6	49.06	52.13	51.99				
7	52.21	55.30	55.30				
8	52.92	55.98	56.00				
					Total =	Avg =	

Primary = automatic (late start confirmed, pads not valid)

Secondary = semi-automatic two buttons (button times not valid)

Tertiary = two watches

Notes to above chart:

- Lane 1 watches agree, lane 2 average, lane 3 average & drop one-hundredths digit
- Subtract Pads from Watches (reverse of lane malfunction correction – in this case I know the pads times are fast due to late start)
- Look at answer sheet to see calculated error average and the correction

Lane	Primary Pad time	Watch A	Watch B	Calc Watch Time	Watch time Minus pad Time	Heat adjustment	Official Time
1	52.12	55.14	55.14	55.14	+3.02	+3.06	55.18
2	51.56	54.56	54.66	54.61	+3.05	+3.06	54.62
3	51.09	54.18	54.19	54.18	+3.09	+3.06	54.15
4	50.12	53.15	53.21	53.18	+3.06	+3.06	53.18
5	49.78	52.91	52.90	52.90	+3.12	+3.06	52.84
6	49.06	52.13	51.99	52.06	+3.00	+3.06	52.12
7	52.21	55.30	55.30	55.30	+3.09	+3.06	55.27
8	52.92	55.98	56.00	55.99	+3.07	+3.06	55.98
					24.50		

Add the difference between the pad and the calculated watch time, total =24.50.

Divide 24.50 by the number of lanes to determine an average: 24.50 / 8 = 3.0625; the digits after hundredths are dropped, leaving a heat adjustment of 3.06

Add the adjustment factor of 3.06 seconds for the late start of the primary system to each pad time to obtain the official time for that lane.

To calculate watch/button times refer to 102.24.4 B

Lane	Pad Time	Button A	Button B	Button C	Watch Time***	Calc Button Time	Pad minus Valid button	Official Time	Calc Finish Order
1	52.21	52.17	52.23	52.25	52.04	52.23	-.02	52.21	7
2	52.08	52.14	52.06	52.16	51.95	52.14	-.06	52.08	5
3	51.05	52.15	51.04	51.01	50.97	51.02	.03	51.05	2
4	51.04	50.98	Missing	Missing	50.84	50.98	.06	51.04	1
5	52.96	51.99	52.16	52.02	51.97	52.02	.94	52.04	6
6	51.45	51.37	51.00	50.97	51.30	51.37	.08	51.45	3
7	52.27	52.23	52.23	52.23	52.10	52.23	.04	52.27	8
8	51.87	51.92	51.79	missing	51.86	51.85	.02	51.87	4
Place judges order of finish							.15 diff		
Judge 1: 4-3-6-8-2-5-1-7							+.02 corr		
Judge 2: 3-4-6-8-2-5-7-1									

For explanations see Appendix 1-A pg 42 of USA 2013 Rulebook

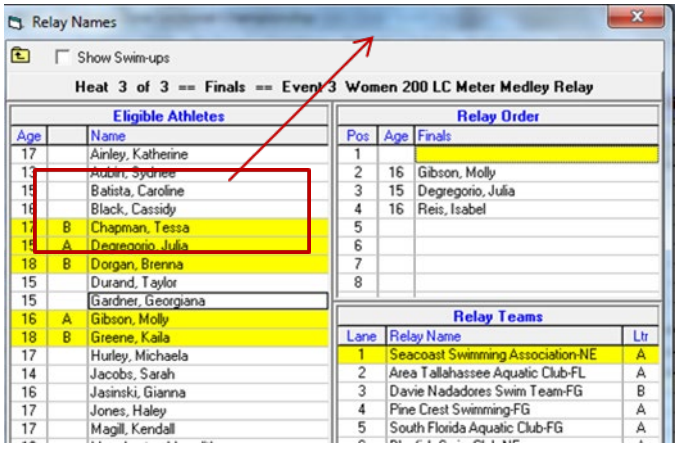
Miscellaneous

Relay Names

One of the most overlooked operations in the scoring system is the accurate logging of relay names. Once the names are added into the system - the name of the lead-off swimmer is the most important - SWIMS will automatically credit that lead-off swimmer with the time achieved during the first leg of the relay.

Check and double-check to make sure you have all the relay cards for each event and the swimmers listed are eligible to swim on a relay for that team. **Unattached swimmers cannot compete on a relay, but may become eligible if their 120-day deadline occurs during the meet. As of that day, they can be attached.**

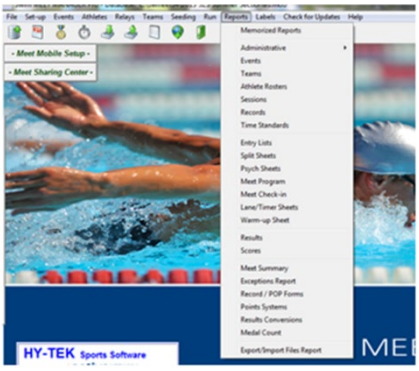
Drag and drop, or double-click to move swimmers from eligible athletes to the Relay Order box.



Administrative Official Forms

- Forms necessary to help the Administrative Official can be found on the USA Swimming website.

- Forms specific to the current meet, such as Check-In sheets, Exceptions Summary, DQ Summary, and Lane Timer sheets will be found in Meet Manager under Reports.
- Administrative/PDF (click on the down arrow) will give you Distance Counting Sheets and Relay Take-off Slips. (Need Adobe Reader for the PDF reports)
- Relay Declaration Cards can be found under Labels.
- Suggestion: Put distance counting sheets on the lane timer clipboards for writing down splits. It helps them be sure the swimmer has completed the correct distance. **AND** it could be very helpful to you if there is a question on whether the swimmer finished the distance or not.



Set Up Your Workspace & Back-up Regularly

- Set up your workspace so you can process efficiently
- Do you interface with runners? Designate a spot where they can safely leave or pick-up paperwork and it can't easily get lost, set aside or blow away.
- Make sure you have sufficient paper for the printers, pencils, paper clips, and other office supplies
- Bring a USB drive and back-up the meet database regularly throughout the meet and at the end of every session. Also, email a back-up to yourself, the Admin and Meet Referees, just in case.

After the Last Race of the Meet

- Have the Computer Operator do any needed exception reports (looking for more swims than permitted under meet rules).
- Have the Computer Operator score the meet for team awards and individual high point awards. (Scoring by event should be done as results are printed by event but be sure that all have been scored.)
- Make sure the meet records box is complete – timing paperwork organized by event, with additional items not left out (TEO race number heat sheet, Deck Referee heat sheets, DQ log, etc.) and give the box to the Meet Director.
- Offer the Meet Referee a full set of results and make sure that there are no unresolved issues.
- Keep a flash drive of meet backup and upload results.
- Think about improvements for next time
    - Meet announcement modifications to make it better for the athletes or you
    - What you need to improve – knowledge, documentation, process, personal interaction

Final Notes & Thoughts

- When an **ERROR** repeatedly occurs – **FIX** the cause!
    - Change the malfunctioning pad or button; make sure the timing harness is set up correctly; or that the starting horn is plugged in correctly.
    - Re-educate the Timer on pushing the button or using a watch, and stepping to the edge of the pool to get a better view of the finish
- Use Common Sense and Logic when scrutinizing final times for each event
- **Always** count how many swimmers you have in your program for that event and compare it to the number of swimmers you have for results. If the numbers don't agree, investigate!
- For each event, verify that all NS's and DQ's are assigned to the correct swimmers.
- Don't change any times in the system **after** the meet is over without approval from the Meet Referee
- **A paper record is a necessary reference.** The Meet Referee/Meet Director/host team needs to save meet documents, timing console heat sheets with race numbers, Deck Referee and Starter heat sheets, etc. for about one year (until Club Development and Top 16 statistics in SWIMS are frozen for that swim year). Neatly pack everything up for storage.
- Tips for using the **Basic Swim Meet Admin Checklist** from HostGreatMeets.com

Additional Reference Material

USA Swimming *The Professional Administrative Official*

HostGreatMeets.com

Basic Swim Meet Admin Checklist post (From HostGreatMeets.com)