

Administrative Official Clinic

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Becoming an Administrative Official

Part 1

Introduction

- The Administrative Official (AO) position was created to ensure the times entered in the SWIMS database for USA Swimming are accurate. Ultimately, the Administrative Official is responsible for:
 - The accuracy of the official times credited to each individual swimmer or relay team;
 - Ensuring the seeding of each event is accurate;
 - Determining and publishing accurate results and scores and
 - The personnel involved in achieving this purpose, including computer operators, timing judges, clerks of course, entry chairs, etc.

Becoming a Certified Official

Before you apprentice

- Be at least 18 years-old
- Attend a clinic
- Open an account on the USA Swimming Website
- Complete the Administrative Official Test on USA Swimming with a min score of 80%, prior to your 2nd meet as an apprentice.
- Obtain a USA Swimming Apprentice Official Membership. (your team coach can provide this link)
- Have the USA Swimming Apprentice Official Application (60-day) and your Florida Swimming Admin Official Certification Application (apprentice log) ready to bring to your first meet.

Within the first 60 days of your apprenticeship

- Note: Your 60 days start on the day of your first apprentice session.
- Link your USA Swimming account to your USA Swimming membership. (This can happen after your USA Swimming Apprentice Official Application is submitted by the meet referee at your first meet.)
- Take Athlete Protection Training
- Submit a Background Check
- Take Concussion Protocol Training
- Apprentice at meets

At 61 days or at the completion of your apprenticeship

- Register as a non-athlete member of USA Swimming
- You may continue apprenticing after 60 days if necessary, however you must have completed all the prior tests/trainings to continue to be allowed on deck.

Successful Apprenticeship



Completion of a minimum of fifteen (15) hours apprentice time;



Mentored/instructed by two (2) certified Administrative Official or Administrative Referee that have a minimum of one (1) year certification as an Administrative Official or Administrative Referee;



Completed a minimum of two (2) different meets.



Apprenticeship shall include a minimum of two (2) sessions each with the automatic timing system and scoring/computer system operators.



Demonstration of the skills listed on the AO Certification Application



Approval of the Meet Referee of the final meet apprenticed by the official.

Finding Apprenticeship Opportunities



Identify a meet you want to work and email the Meet Referee. Explain that you want to apprentice as an AO.

The meet referee is usually listed in the meet letters posted on floridaswimming.org

You will need to make sure that the AO you are apprenticing under has at least one year of experience as a certified AO.



At the conclusion of the session(s), have the AO and meet referee sign your log and have them initial any skills you have been able to consistently demonstrate.



When you have accumulated enough hours and have had the opportunity to practice and demonstrate all the activities listed on the AO Certification Application, the meet referee at your final meet, will complete the Graduation Review on your log. When signed off, send a copy to your Area Rep.

Timing Rules

Part 1

What is an Official Time?

- Per the USA Swimming Rule Book glossary:
 - “a time achieved in a USA Swimming sanctioned or approved competition or in an observed swim in accordance with USA Swimming technical rules”

Official Time Performance Requirements - 102.24.1A

- Official times can be achieved
 - In any heat, Swim-off, or time trial
 - The lead-off leg in a relay swum by four eligible relay members. If the relay is disqualified because of swimmers 2, 3, or 4, then the time still counts.
 - A split time recorded from the official start to the completion of an initial distance within a longer event.
 - The swimmer must finish the initial distance in compliance with the rules of the stroke. (for example, a swimmer going for a 100 backstroke split within a 200 backstroke event must finish the 100 split on their back and not by doing a backstroke flip turn.)
 - The swimmer must complete the event or the lead-off portion of the relay in compliance with applicable rules.

Official Time Performance Requirements (cont.) - 102.24.1A

- An official time for an event or a stroke can be achieved only in that event or stroke, or in an initial distance of such event or stroke (e.g., a backstroke time must be achieved in a backstroke event or the backstroke leg of a medley relay).
- Regardless of the stroke(s) used, times achieved in freestyle events can be recorded only as freestyle times.

Timing Resolution- 102.24.1B

- All timing systems, including manual watches, shall have a resolution of one one-hundredth of a second (0.01 second). Times from all systems shall be recorded to hundredths of a second. The digits representing thousandths shall be dropped with no rounding

Backup Timing System Requirement- 102.24.1D

- Except when the primary system consists of watches, backup timing shall be provided for all competitors.
- No swimmer shall be required to re-swim a race due to equipment failure which results in unrecorded or inaccurate time or place.

Timing Systems Defined (102.24.2)

Automatic

Timing system activated by a starting device and stopped at the finish by the swimmer touching the touchpad.

“Pads”

Semi-Automatic

Timing system activated by a starting device and stopped by buttons pushed by timers at the finish touch of the swimmer.

“Buttons” or “Plungers”

Manual

Timing system consisting of individual lane timers, each operating a manual watch that is both started and stopped by the timer.

Watches must be handheld, battery-powered, digital read-out type watches designed for timing purposes.

“Watches”

Timing System Designations (102.24.3)

- At each swim meet, timing systems are designated as Primary, Secondary, and Tertiary.
 - The Primary system determines the Official Time of each swimmer unless a comparison of the primary with the secondary and/or tertiary system times indicated a malfunction of the primary system. (102.24.3A)
- Secondary and tertiary times shall be recorded but shall not be used except to corroborate or correct missing or inaccurate primary/secondary results (102.24.1E)

Timing System Designations -Primary System (102.24.3A)

- The Primary System shall consist of one of the following (in preferred order of use)
 - Automatic Timing (Touchpads)
 - Semi-Automatic, with 3 or 2 buttons per lane each operated by a separate timer
 - Manual, with 3 watches per lane each operated by a separate timer.
- Implications of not having touchpads available at a meet:
 - If buttons are still available, you must have at least two timers per lane each operating a button and at least one watch as a backup. (Minimum two buttons and one watch required)
 - If buttons are not available, you must have three timers per lane with stop watches in order to have official times

Timing System Designations -Secondary System (102.24.3B)

- If three manual watches are the primary timing system, then there is no secondary timing system.
- Otherwise, the Secondary System may be:
 - Stationary overhead video cameras recording 100 images per second and fully integrated with the primary timing system. (Only seen at national championship meets.)
 - Semi-Automatic, with 1, 2 or 3 buttons per lane each operated by a separate timer
 - Manual, with 1, 2, or 3 watches per lane each operated by a separate timer.

Timing
System
Designations
-Tertiary
System
(102.24.3C)

- Unless the primary system consists of manual watches, or the secondary system includes at least one manual watch per lane, a tertiary system of at least 1 manual watch per lane shall be provided.

Typical Timing System Setups

- Primary – touchpads,
 - Secondary – 1 or 2 buttons,
 - Tertiary – 1 or 2 watches
 - Requires at least one timer per lane.
-
- Primary – 2 buttons,
 - Secondary 1 or 2 watches
 - Requires a minimum of two timers per lane
-
- Primary – 3 watches
 - Requires 3 timers per lane
-
- Note
 - A timer can only operate one like device (i.e. the same timer can not press both buttons or start/stop both stopwatches.)
 - They may operate two dissimilar devices.

Determining an Official Time (102.24.4A)

- Automatic Timing (Touchpads)
 - When recorded by properly operating automatic timing equipment, the pad time shall be the official time.

Determining an Official Time (102.24.4B)

- Semi-Automatic and Manual Timing
(Buttons, Watches)

- Only valid times shall be used in calculating the official time. (Times obviously wrong should not be used.)
- If 2 of 3 buttons or watches agree, that shall be the time for that timing system
- If 3 buttons or watches disagree, the time of the intermediate (middle) button or watch shall be the time for that timing system
- If only two valid button or watch times are available, the time shall be the average of the two buttons or the average of the two watches. Digits representing thousands of a second shall be dropped (no rounding).
 - NO NOT average button and watch times together. They are dissimilar timing systems.

- If only one button or watch time is available, the time of that button or watch shall be the time for that timing system, unless that time conflicts with other information. If such a conflict exists, the Administrative official shall gather as much data as possible and determine the time
 - Other sources of information
 - If one button, watches provide additional information
 - Order of finish
 - Discussion with timers to determine if there were any issues (timer late in getting up to press button or stop the watch).

Primary Timing System Malfunctions (102.24.4C)

- A malfunction may have occurred if:
 - The difference between the primary timing system and back-up timing system(s) is approximately .30 seconds or greater; or
 - The place judge(s) report a different order of finish; or
 - It is reported the swimmer missed the touchpad or had a soft touch

Examples of Resolving Primary Timing System Malfunctions – Early Pad

- In the 10&Under 100 backstroke, lane 1 has a pad time of 55.23 seconds and backup buttons of 1:45.23 and 1:45.29.
- Since there are two buttons, we average them to get an official time for that timing system of 1:45.26.
- The difference between the primary time of 55.23 and the back-up system time of 1:45.26 is 50.03 seconds which is greater than .30 seconds.
- The timers indicated on their timer sheet that there was a soft/missed touch.
- This would indicate that the swimmer never registered a touch at the finish of the race, and we should take the backup time.
- We should also check the order of finish to see if the backup time places the swimmer in the right place.

Examples of Resolving Primary Timing System Malfunction – Late Pad

- In the 10&Under 100 backstroke, lane 1 has a pad time of 1:59.23 and backup buttons of 1:45.23 and 1:45.29.
- Since there are two buttons, we average them to get an official time for that timing system of 1:45.26.
- The difference between the primary time of 1:59.23 and the back-up system time of 1:45.26 is 13.97 seconds which is greater than .30 seconds.
- The timers indicated on their timer sheet that there was a soft/missed touch.
- This would indicate that the swimmer's touch at the finish did not initially register, but that they eventually hit the pad. We should take the backup time.
- We can also check the order of finish to see if the backup time places the swimmer in the right place.

Examples of Resolving Primary Timing System Malfunctions – Late Pad/One Button

- In the 10&Under 100 backstroke, lane 1 has a pad time of 1:55.23 seconds and only one backup buttons of 1:51.29 (even though there are two timers.)
- The watch times on the timer sheets show watch times of 1:50.99 and 1:51.13.
- The difference between the primary timing system of 1:55.23 and the secondary back-up timing system(buttons) time of 1:51.29 is 3.94 seconds which is greater than .30 seconds, indicating that the primary timing system may have malfunctioned.
- The tertiary timing system (watch) times should be averaged (there are two watches) to find the official time for that timing system. 1:51.06
- The tertiary timing system supports the secondary timing system (button time) of 1:51.29 and indicates that the primary system malfunctioned (likely due to a soft touch at the finish by the 10&Under swimmer). The official time is that of the secondary timing system: 1:51.29. (We do NOT put the watch time in with the button times and average them together. The button time stands on its own.)
- We can also check the order of finish to see if the backup time places the swimmer in the right place.
- There should also be an investigation as to why there was only one button. Possible issues could be a button has failed and needs to be replaced or the timer has forgot they need to press the button in addition to stopping the watch.

Examples of Resolving Primary Timing System Malfunctions – Late Pad/No Buttons

- In the 10&Under 100 backstroke, lane 1 has a pad time of 1:55.23 seconds and no backup buttons
- The watch times on the timer sheets show watch times of 1:50.99 and 1:51.13. Because there are two watches, the times must be averaged to get the official time for that timing system or 1:51.06
- Because the secondary timing system(buttons) failed (either due to an issue with the buttons or the timers failing to press them), the tertiary timing system (watches) is used to check for a potential primary timing system malfunction.
- The difference between the primary timing system of 1:55.23 and the tertiary timing system(watches) time of 1:51.06 is 4.16 seconds which is greater than .30 seconds, indicating that the primary timing system may have malfunctioned.
- After checking the order of finish, the 1:51.06 watch time would place the swimmer in the right place in the order of finish.
- There should also be an investigation as to why there were no buttons. Possible issues could be failed buttons that need to be replaced or the timers forgot they need to press the buttons in addition to stopping the watch.

Examples of Resolving Primary Timing System Malfunctions – No Pad or Buttons

- In the 10&Under 100 backstroke, lane 1 has no pad or button times.
- The watch times on the timer sheets show watch times of 1:50.99 and 1:51.13. Because there are two watches, the times must be averaged to get the official time for that timing system or 1:51.06
- After checking the order of finish, the 1:51.06 watch time would place the swimmer in the right place in the order of finish. We enter 1:51.06 as the official time for the swimmer. No other adjustments need to be made.
- There should also be an investigation as to why there was no pad or buttons. Possible issues could be:
 - The timing system was not finish armed after a swimmer missed hitting the pad at an intermediate turn. The timing system operator may have missed manually advancing the timing system.
 - The swimmer missed the pad and the timers forgot to press the buttons but managed to stop their watches.

Adjustments for Malfunction Equally Affecting an Entire Heat (102.24.4E)

- On rare occasions, a timing system malfunction may equally affect all lanes.
 - The main example of this malfunction is when the start signal does not trigger the timing system to start.
 - When this happens, the timing system operator should manually start the timing system after waiting ~5-10 seconds
 - A cause of the issue should be identified, and a test start should occur before beginning any more heats.
- When this happens the rules state:
 - “...the times of the primary system shall be adjusted by calculating the average difference between the primary times and the valid backup times and adding, or subtracting when appropriate, that difference to the primary times of every lane in the heat”

Adjustments for Malfunction Equally Affecting an Entire Heat (cont.)

EXAMPLE OF HEAT MALFUNCTION

Primary - Automatic (Late manual start confirmed);

Secondary - Semi-automatic, three buttons (button time not valid);

Tertiary - Manual, one watch

*Adjustment calculation:

▼ Add the differences between the pad and watch times; total = 24.50; ▼ Divide 24.50 by the number of lanes to determine an average: 24.50 divided by 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 late start of the primary system to each pad time to obtain the official time for that lane.

LANE	PRIMARY PAD TIME	WATCH TIME	WATCH TIME LESS PAD TIME	HEAT ADJUSTMENT*	OFFICIAL TIME
1	52.12	55.14	3.02	+3.06	55.18
2	51.56	54.61	3.05	+3.06	54.62
3	51.09	54.18	3.09	+3.06	54.15
4	50.12	53.18	3.06	+3.06	53.18
5	49.78	52.90	3.12	+3.06	52.84
6	49.06	52.06	3.00	+3.06	52.12
7	52.21	55.30	3.09	+3.06	55.27
8	52.92	55.99	3.07	+3.06	55.98
			24.50 total		

Other Rules Pertaining to Admin

Part 2

General Rules

- Swimmers may not swim more than:
 - Prelim/Finals – no more than 3 events per day
 - Timed Finals – no more than 6 events per day
- Postponed events from one day to the next are not included in these limits
- If events are both prelims/finals and timed finals, the limit is 3 unless the swimmer is entered exclusively in timed final events

Relays

- Must be composed of members of the same club, school, or organization.
 - Except relay teams representing an LSC at a Zone meet or similar all-star competition.

Seeding

- Prelim heats when finals are scheduled
 - Swimmers are seeded in lanes per the seeding chart
 - 1 heat – swim as published
 - 2 heats – circle seeded with fastest swimmer in second heat
 - 3 heats – circle seed with fastest swimmer in the third heat
 - More than 3 heats – Fastest three heats seeded as noted above then remaining heats seeded as usual
 - 400y, 400m/500y, 800m/1000y, and 1500m/1650y events, only the fastest two heats are circle seeded.
- Finals
 - Swimmers are seeded in lanes per the seeding chart
 - Times used are from the preliminary heats

Seeding Chart

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

Seeding

- Swim-Offs
 - Are considered part of the preliminary process for qualifying for finals
 - Times used to seed finals use the original times swum in the preliminary event
 - Swim-offs must be completed no more than 45 minutes after the last heat of any event in which any one of the swimmers is competing in that session.
 - If a disqualification happens during a swim-off, that swimmer is relegated to the lowest qualifying spot. Disqualification does not eliminate a swimmer from eligibility to compete in finals.

Seeding

- Timed Finals
 - Heats
 - The last heat shall have the swimmers with the fastest submitted times, the next to last heat composed of the next fastest swimmers, etc.
 - Minimum of three swimmers in a heat.
 - Swimmers are seeded in lanes per the seeding chart
 - Places
 - Determined on a time basis, subject to order of finish within each heat. Any ties are officially declared ties for awards and points.
- Order of Heats
 - Heats may be swum slow to fast or fast to slow.
 - Women's and Men's heats may be alternated
 - Finals heats may be reversed also (swum fast to slow)
 - The order should be stated in the meet letter. If not stated, the default is slow to fast.
- Seeding 50 meter events in a 50 meter course
 - Seeded as usual, however if started at the turning end, no change to lane numbering shall be made.

- Questions

