Potomac Valley Swimming Administrative Official *Training*
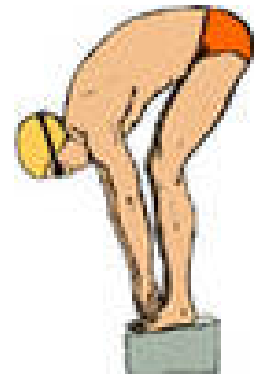
Updated: May 2016

Administrative Official

102.14 ADMINISTRATIVE OFFICIAL/REFEREE

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

    A   The entry and registration process
    B   Clerk of Course
    C   Timing Equipment Operator
    D   Scoring personnel (Hy-Tek Operator)
    E   Other administrative personnel

Administrative Official

102.14 ADMINISTRATIVE OFFICIAL/REFEREE

.2   Shall be responsible to the Referee for:
   A   The accurate processing of entries and scratches.
   B   Accurate seeding of preliminary, semi-final and final heats.
   C   Determination and recording of official time.
       (1) Receiving and reviewing the automatic and/or semi-automatic timing results from the Timing Equipment Operator and comparing primary timing results with the back-up timing results to determine their validity.
        (2) Receiving the times recorded by the Head Lane Timers from the Chief Timer and the order of finish data from the Place Judges and using that data to the extent needed to determine the official time for each swimmer.
       (3) Unless otherwise directed, notifying the Referee whenever a time obtained by the primary timing system cannot be used as the Official Time.
       (4) Recording disqualifications approved by the Referee.
   D   Determination of the official results.
   E   Publication and posting of results and scores.

.3   Shall perform other duties assigned by the Referee.

Administrative Official

- *The Administrative Official must:*
  - Know the administrative rules of USA Swimming and Potomac Valley Swimming procedures

  - Ensure those rules are followed and that all swimmers have their results fairly and accurately recorded

  - Supervise the administrative aspects ("dry side") of the swimming competition

Administrative Official

- *The Administrative Official must:*
  - Consult with the Meet Referee on specific duties and responsibilities for that meet

  - Work with the Meet Director to ensure smooth operation of that meet

  - Ensure that all the administrative positions of that meet are properly being fulfilled

Administrative Official

- Although not recommended, the Administrative Official can also fill another "dry deck" position:

  - Hy-Tek Operator, Timing System Operator, Clerk of Course, Timing Judge, or Meet Director

- The Administrative Official CANNOT also fill a "wet deck" position:

  - This includes Meet Referee and Deck Referee

How to Become a PVS Administrative Official

	Certification Requirements
1.	Age - 21 years or older
2.	Attend a PVS conducted Administrative Official's Clinic
3.	Register as a non-athlete with USA Swimming
4.	Be certified as a Hy-Tek Operator for at least one year
5.	Be certified as a Colorado Timing System Operator
6.	Serve on-deck as an apprentice with a PVS certified Referee at a minimum of five (5) different sessions at a minimum of two different PVS-sanctioned non-Officials Qualifying meets*.
7.	Perform to the satisfaction of the Referee and have such performance reported to PVS on the PVS Official's Certification Application Form.
8.	Pass the USA Swimming officials test for Administrative Official with a grade of at least 90%.
9.	After passing the USA-S test, the apprentice must be favorably observed at the last session by a designated PVS evaluator. The evaluation will be recorded on the Administrative Official Evaluation Form.
10.	Complete certification requirement within one year from the date of Administrative Official's clinic.
11.	Certification is good until the December 31 following two years after the date of issuance.

How to Become a PVS Administrative Official

Officials Designated to Evaluate Administrative Officials Evaluation Form	
Dave DiNardo	Dave.DiNardo@gmail.com
Jim Garner	garner@garnerjim.net
Morgan Hurley	mhurley@peerreview.com
Tim Husson	thusson@comcast.net
Karyn McCannon	karyn.mccannon@gmail.com
Barb Ship	barb@ships3.com
Pam Starke-Reed	pesreed@yahoo.com
Jim Thompson	jimthompson5802@aol.com

Meet Announcement

- *The Meet Announcement:*
  - Provides the specific administrative procedures for that meet, such as:
    - swimmer eligibility
    - entry requirements
    - deadlines (positive check-in, scratch)
    - awards

  - Along with the PVS Policies & Procedures Manual and the USA Swimming Rule Book provides the administrative direction for the competition

Eligibility and Entries

- *Eligibility and Entry Process*

  - Specified in the Meet Announcement

  - Primarily the responsibility of the Meet Director in PVS (except for championship meets)

  - Are Deck Entries allowed?

Deck Entries

- *Review the Procedures for Deck Entries with the Meet Director*

  - Deadlines and cost of deck entries

  - Deck entry forms

  - Accounting for the money (log?)

  - If the swimmer is already entered in the meet, ensure the deck entry is in compliance with the number of entries per day/per meet.

  - If the swimmer is not already entered in the meet, ensure that the swimmer is properly registered (USA-S registration card, team registration list, Deck Pass) and make sure all the swimmer information is accurately entered in the database

Seeding

- *Different Types of Seeding*
  - Timed Finals
    - Slow-to-fast or fast-to-slow
    - Non-conforming times seeded last

  - Prelims/Finals
    - Circle seeding for the fastest three heats

  - Timed Finals with fastest heat(s) at finals

- *Deck Seeding (positive check-in)*
  - Individual event check-in
  - Check-in by team

Check-In by Event

Potomac Valley Swimming - For Office Use Only License   HY-TEK's MEET MANAGER 4.0 - 4/7/2013   Page 1

2013 PV 15th Annual Spring Championships - 3/22/2013 to 3/24/2013

Check-in Report

Session 1   Friday night - Day of Meet: 1 - Starts at 05:30 PM
9-10 Event List - Girls

Event 1 Girls 9-12 500 Free Finals - 10 Entries

1	Name	Age	Team
___..............	Baroldi, Giulia	9	JFD-PV
___..............	Byars, Kelly	10	BWST-PV
___..............	Grigg, Kyla M	10	FISH-PV
___..............	Heilbrun, Emme Cate C	9	FISH-PV
___..............	Powell, IvyLynn C	10	NCAP-PV
___..............	Ren, Emily	9	FISH-PV
___..............	Schultz, Kyra M	10	NCAP-PV
___..............	Silva, Ava J	9	TIBU-PV
___..............	Smith, Haley M	10	FISH-PV
___..............	Wong, Melinda J	9	NCAP-PV

13

Check-In by Team

2013 PV 15th Annual Spring Championships - 3/22/2013 to 3/24/2013

Check-in Report

Session 2 Saturday morning 11-12 year olds - Day of Meet: 2 - Starts at 07:50 AM

11-12 Event List - Girls - BWST

Event 25 Girls 11-12 50 Back Finals - 4 Entries
Event 29 Girls 11-12 100 Fly Finals - 4 Entries
Event 35 Girls 11-12 50 Breast Finals - 4 Entries
Event 39 Girls 11-12 100 Free Finals - 4 Entries
Event 45 Girls 11-12 100 IM Finals - 3 Entries

Name	Age	Team	25	29	35	39	45
Dinh, Trang	12	BWST-PV			__	__	
Gordon, Alexandra J	11	BWST-PV	__				__
Herbstritt, Katie E	12	BWST-PV			__		
Holstein, Regan	11	BWST-PV				__	__
Hricik, Madison N	11	BWST-PV	__		__		__
Korotovskikh, Dana	11	BWST-PV			__		
Myers, Kristen	12	BWST-PV	__	__			
Smithers, Natalie R	11	BWST-PV			__	__	__
Vannell, Lauren S	11	BWST-PV	__			__	
Winklosky, Katie E	11	BWST-PV				__	

14

Timing Systems

- *Know what type of timing system is being used at the meet*
  - Listed in the Meet Announcement per PVS Policy

  - Automatic Timing
    - primary – touchpads, secondary – buttons, tertiary – watches

  - Semi-Automatic Timing
    - primary – two buttons per lane, secondary – watches

  - Manual Timing
    - primary – three watches per lane

http://www.pvswim.org/official/training/Timers_Requirements.pdf

Automatic Timing

Automatic Timing

This is the type of timing used at most of PVS meets. Timers are used to operate the required backup timing systems (semi-automatic and manual)

Requirements

When Automatic Timing is used as the primary system, a minimum of one timer is required to operate both the secondary (button) and tertiary (stopwatch) backup systems.

Guidelines

Having to operate a backup button, a watch, and handle the clipboard is too much to ask of a timer, particularly when doing dive-over starts with a 15 sec. heat interval. So, the recommendation is for two timers; one timer operates a stopwatch and button, the other timer operates a button and handles the clipboard.

Semi-Automatic Timing

Semi-Automatic Timing

This type of timing uses an electronic timing system without touchpads. The primary timing system is buttons, with stopwatch backup.

Requirements

When Semi-Automatic Timing is used as the primary system, a minimum of two buttons is required. Each must be operated by a separate timer. A backup consisting of at least one stopwatch is required.

Guidelines

The recommendation is for two timers; one timer operates a stopwatch and button, the other timer operates a button and handles the clipboard.

Manual Timing

Manual Timing

This type of timing uses stopwatches only.

Requirements and Guidelines

When using Manual Timing, three stopwatches per lane are required, each operated by a separate timer.

Timing Judge

- *Determining the official time is the most important job of the Administrative Official*

  - Rule 102.24 – Timing Rules

  - Understand the use of primary and backup timing systems

  - Understand how to apply the rules for using a backup time when you have determined a primary system malfunction

  - Order of Finish is another piece of information that can come in handy

  - The following slides will review some timing scenarios. Use common sense and consistent procedure to make the best timing judgment.

  - Don't get wrapped up in the procedures and make a good primary time into a bad time.

Timing Judge

- *102.24.4A: Automatic Timing – When recorded by properly operating automatic equipment, the pad time shall be the official time.*

- *You must prove the pad time is incorrect*

- *Use button time, watch times and order of finish*
  - Talk to the timers: Was there timer error? Was there a late or soft touch?

  - How confident is the starter in the order of finish

Timing Judge

•*USA Swimming Guidelines*

Timing Judge

- *The following scenarios assume that touchpads are the primary timing system, two buttons are the secondary system, and at least one stopwatch is the tertiary system (automatic timing)*

- *Later we will look at some scenarios for when two buttons are the primary timing system (semi-automatic timing)*

Timing Judge

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

MM 4.0 & MM 5.0 Preferences
on the Run Menu
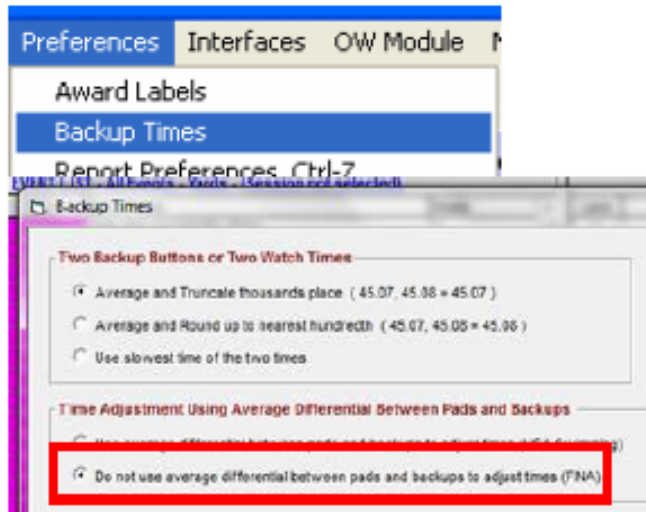
MM 6.0 on the Setup Screen

Time Adjustment Method

- ● FINA rules
- ○ USA Swimming rules prior to 1 May 2016

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

Timing Judge

- *Primary times supported by two backup buttons*
  - This is what is supposed to happen!

	Heat 3 of 3 == Finals == Event 9 Girls 9-10 100 Yard Butterfly									
Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL
1:47.31	1:48.13	☐	☐		1:48.10	1:47.96		10	17
1:42.66	1:32.97	☐	☐		1:33.10	1:33.00		5	8
1:38.49	1:42.66	☐	☐		1:42.67	1:42.66		7	13
1:33.06	1:30.15	☐	☐		1:30.18	1:30.12		3	4
1:31.74	1:22.06	☐	☐		1:22.09	1:22.00		1	1
1:32.98	1:27.73	☐	☐		1:27.85	1:27.86		2	3
1:37.62	1:32.44	☐	☐		1:32.37	1:32.37		4	7
1:39.27	1:38.69	☐	☐		1:38.58	1:38.73		6	11
1:45.41	1:46.40	☐	☐		1:46.40	1:46.41		9	16
1:49.44	1:43.96	☐	☐		1:43.94	1:43.99		8	15

Timing Judge

- *Primary time supported by one backup button*
  - Usually a valid time
  - May need to verify watch time and/or order of finish

Heat 1 of 8 == Finals == Event 1 Girls 12 and Under 500 Yard Freestyle										
Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	
6:16.41	5:55.46	☐	☐		5:55.46			2	2	
6:14.87	6:06.68	☐	☐		6:06.57			5	6	
6:11.57	6:05.43	☐	☐		6:05.46	6:05.38		3	3	
6:06.44	6:08.19	☐	☐		6:08.19	6:08.13		6	8	
6:05.52	6:05.53	☐	☐		6:05.71	6:05.42		4	4	
6:06.36	5:54.55	☐	☐		5:54.66	5:54.51		1	1	
6:06.55	6:08.65	☐	☐		6:08.63			7	9	
6:13.18	6:11.59	☐	☐		6:11.57			8	11	
6:15.80	6:12.52	☐	☐		6:12.49	6:12.30		9	12	
6:16.70	6:13.57	☐	☐		6:13.54	6:13.68		10	13	

Timing Judge

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

Heat 1 of 10 == Finals == Event 8 Boys 9-10 50 Yard Backstroke

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	
		☐	☐								
NT	51.84	☐	☐		47.75	51.78		6	74		g
NT	45.39	☐	☐		45.30	45.16		3	46		
NT	40.54	☐	☐		40.48	40.58		1	15		
NT	57.76	☐	☐		57.72	57.60		8	80		
NT	57.44	☐	☐		57.36	57.33		7	79		
NT	46.61	☐	☐		46.52	46.43		4	58		
NT	49.20	☐	☐		49.12	49.08		5	69		
NT	44.80	☐	☐		44.68	44.72		2	40		

Timing Judge

- ## *No backup buttons*

  - Need to verify with watch time and/or order of finish
  - If pad is not verified by the watch and OOF, DO NOT enter the watch time(s) into the button fields. Enter the watch time as the Finals Time

Heat 2 of 8 == Finals == Event 1 Girls 12 and Under 500 Yard Freestyle

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	
6:33.27	6:20.93	☐	☐		6:20.79	6:20.92		5	21		
6:30.90	6:36.88	☐	☐		6:36.97	6:36.89		9	39		
6:29.01	6:11.58	☐	☐		6:11.54	6:11.59		2	10		
6:28.12	6:25.57	☐	☐		6:25.58	6:25.56		8	26		
6:22.82	6:07.97	☐	☐					1	7		b
6:26.49	6:19.03	☐	☐		6:19.02	6:19.00		4	20		
6:28.94	6:25.01	☐	☐		6:24.80			7	25		
6:29.46	6:16.48	☐	☐		6:16.24	6:16.40		3	15		
		☐	☐								
6:34.67	6:22.57	☐	☐		6:22.49	6:22.53		6	23		

Timing Judge

- *Lane malfunction (late pad). Backup buttons agree*
  - May need to verify with watch time and/or order of finish
  - Use the average of the buttons

Heat 4 of 11 == Finals == Event 9 Girls 12 and Under 50 LC Meter Breaststroke

	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat	
V	52.99	NS	☐	☐									
	52.51	47.77	☐	☐			47.74	47.72	2	23			
)	51.26	48.13	☐	☐			48.14	48.12	3	26			
V	51.22	45.03	☑	☐	7O F		44.89	44.94					
	51.25	NS	☐	☐									
V	52.28	NS	☐	☐									
	52.59	54.10	☐	☐			51.31	51.27	4	47		?	y
	53.27	48.71	☐	☐			48.01	48.78	1	20			

Timing Judge

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	
☑	1	NS					0		NS	
☑	2	47.77		47.74	47.72	47.73	0.04		47.77	
☑	3	48.13		48.14	48.12	48.13	0.00		48.13	
☑	4	45.03		44.89	44.94	44.91	0.12		45.03	
☑	5	NS					0		NS	
☑	6	NS					0		NS	
☑	7	54.10		51.31	51.27	51.29	2.81	y	51.29	
☑	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 = Calulated backup time is more than .30 faster than the pad time.
Blue = Calculated backup time is more than .30 slower than the pad time.
Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
Dark Pink for any backup time means it is more than .30 from the pad time.

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

Accept Adjusted   Reject Adjusted

29

Timing Judge

- *Lane malfunction (early pad). Backup buttons agree*
  - May need to verify with watch time and/or order of finish
  - Use the average of the buttons

Heat 3 of 8 == Preliminaries == Event 33 Girls 11-12 200 Yard IM										
Seed Time	Prelims Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	AdjStat
2:31.62	2:27.16	☐	☐		2:27.08	2:27.15		2	30	
2:31.47	2:30.21	☐	☐		2:30.15	2:30.05		4	42	
2:31.26	2:00.67	☐	☐		2:33.79	2:33.79		1	1	?
2:31.00	2:33.35	☐	☐		2:33.29	2:33.34		7	55	
2:31.19	2:29.63	☐	☐		2:29.55	2:29.55		3	41	
2:31.46	2:38.97	☐	☐		2:38.94	2:38.91		8	61	
2:31.56	2:32.42	☐	☐		2:32.34	2:32.38		6	53	
2:31.91	2:32.32	☐	☐		2:32.32	2:32.20		5	52	

Timing Judge

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

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

Create Report

☐ Show Heat Malfunction

Lane Adjustment Using Backup Times

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc	Difference		Adjusted	
☐	1	2:27.16	2:27.08	2:27.15			0		2:27.16	
☐	2	2:30.21	2:30.15	2:30.05			0		2:30.21	
☑	3	2:00.67	2:33.79	2:33.79		2:33.79	-33.12	b	2:33.79	
☐	4	2:33.35	2:33.29	2:33.34			0		2:33.35	
☐	5	2:29.63	2:29.55	2:29.55			0		2:29.63	
☐	6	2:38.97	2:38.94	2:38.91			0		2:38.97	
☐	7	2:32.42	2:32.34	2:32.38			0		2:32.42	
☐	8	2:32.32	2:32.32	2:32.20			0		2:32.32	

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.
Yellow = Calulated backup time is more than .30 faster than the pad time.
Blue = Calculated backup time is more than .30 slower than the pad time.
Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
Dark Pink for any backup time means it is more than .30 from the pad time.

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

Accept Adjusted   Reject Adjusted

31

Timing Judge

- You can fill in any missing splits

Timing Judge

- *No pad time. Backup buttons agree*
  - **May need to verify with watch time and/or order of finish**
  - **Use average of the button times**

Heat 5 of 14 == Finals == Event 11 Girls 9-10 50 Yard Breaststroke

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	
58.16	56.84	☐	☐		56.79	56.79		6	97		
57.43	50.68	☐	☐		50.61	50.56		1	49		
57.02	55.41	☐	☐		55.30	55.37		4	91		
56.58		☐	☐		56.61	56.61					y
56.23	51.18	☐	☐		51.24	51.17		2	56		
56.32	52.81	☐	☐		52.83	52.70		3	72		
56.87	NS	☐	☐								
57.31	57.46	☐	☐		57.37	57.27		7	100		
57.99	55.95	☐	☐		55.91	55.95		5	95		
58.65	NS	☐	☐								

Timing Judge

- ## *No pad time. One backup button*
  - MUST verify with watch time and/or order of finish
  - Use the button time (or the watch time) if it is confirmed

Heat 8 of 14 == Finals == Event 11 Girls 9-10 50 Yard Breaststroke											
Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	
53.19	53.05	☐	☐		53.03	52.93		7	74		
52.94	53.43	☐	☐		53.34	53.27		8	77		
52.82	51.81	☐	☐		51.74	51.68		4	63		
52.73	51.51	☐	☐		51.46	51.34		3	60		
52.38	NS	☐	☐								
52.66	48.26	☐	☐		48.29	48.32		1	34		
52.80	52.04	☐	☐		51.97	51.95		5	65		
52.94	50.95	☐	☐		50.89	50.88		2	51		
53.14		☐	☐		53.19						y
53.19	52.74	☐	☐		52.68	52.66		6	71		

Timing Judge

- *No pad time. No backup buttons. No backup stopwatch time.*

    - Get order of finish to know where the swimmer places in the heat

    - Use any time you can get!
        - For example, a coach's time

Timing Judge

- *Whenever you use a backup time*

  - Document what you did for the file

  - The easiest way is to write it on the timing system printout

  - Include the watch times, order of finish, and any other information you used to determine the time (include the final time)

  - Anyone looking at the paperwork later should be able to tell what you did and why you did it

Timing Judge

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

Timing Judge

- *Two buttons agree*
  - This is what is supposed to happen!

Heat 5 of 7 == Finals == Event 15 Girls 11-12 100 LC Meter Butterfly										
Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1:26.46	1:31.21	☐	☐		1:31.21	1:31.21		8	31	
1:25.68	1:26.54	☐	☐		1:26.42	1:26.67		4	23	
1:25.56	1:23.95	☐	☐		1:23.95	1:23.95		2	16	
1:22.85	1:30.79	☐	☐		1:30.79	1:30.79		7	30	
1:23.14	1:26.23	☐	☐		1:26.21	1:26.25		3	22	
1:25.61	1:28.74	☐	☐		1:28.80	1:28.69		5	26	
1:26.23	1:28.88	☐	☐		1:28.91	1:28.85		6	27	
1:28.25	1:19.43	☐	☐		1:19.48	1:19.38		1	9	

Timing Judge

- *Two buttons don't agree*
  - Meet Manager will report the average of the two buttons, no matter what they are.
  - Compare the backup watch and OOF and use the button that matches. Have the Hy-Tek Operator type it into the Finals Time

Heat 3 of 6 == Finals == Event 16 Boys 11-12 100 LC Meter Butterfly

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1:45.32	1:50.60	☐	☐		1:50.59	1:50.62		8	40	
1:41.18	1:41.53	☐	☐		1:41.20	1:41.86		7	34	
1:37.38	1:28.01	☐	☐		1:23.53	1:28.07		2	15	
1:35.73	1:28.66	☐	☐		1:28.60	1:28.72		3	18	
1:36.55	1:36.11	☐	☐		1:36.19	1:36.03		4	28	
1:39.94	1:37.83	☐	☐		1:37.81	1:37.85		6	31	
1:44.53	1:36.36	☐	☐		1:36.40	1:36.33		5	29	
1:48.96	1:24.32	☐	☐		1:24.46	1:24.18		1	13	

Timing Judge

- *Only one button*
  - Meet Manager reports that button as the time
  - If the backup watch agrees, the single button is the time
  - If the backup doesn't agree, figure out which one is the correct time

Heat 6 of 6 == Finals == Event 16 Boys 11-12 100 LC Meter Butterfly										
Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts
1:17.08	1:18.43	☐	☐		1:18.41	1:18.45		7	8	
1:15.25	1:16.52	☐	☐		1:16.52	1:16.53		5	6	
1:10.13	1:09.74	☐	☐		1:09.74			2	2	
1:06.68	1:07.66	☐	☐		1:07.54	1:07.66		1	1	
1:09.44	1:10.81	☐	☐		1:10.81	1:10.81		3	3	
1:14.93	1:14.84	☐	☐		1:14.81	1:14.88		4	5	
1:15.48	1:16.56	☐	☐		1:16.58	1:16.55		6	7	
1:17.87	1:20.94	☐	☐		1:20.93	1:20.95		8	9	

Timing Judge

- *No buttons*

  - Verify the backup watch time with the order of finish to determine the official time

  - The backup watch time is the official time

Verify Results

- *Before publishing event results, review them*
  - Did all the timing adjustments get made?

  - Are there any times that are unreasonably fast?

  - Did the Hy-Tek Operator verify the NS with the lane timer sheets?

  - Were they any other notes on the lane timer sheets?

  - Are there too many ties?

  - Were all the DQs recorded?

  - In a prelims/finals meet, are there any potential swim-offs?

Relays

- *It is important to get all the relay names in the database correctly*
  - Can't check eligibility without the names

  - A relay without names will not load into SWIMS

  - The lead-off split does not get automatically loaded into SWIMS

- *Names are usually due to the Admin Official about one hour before the event*
  - Coaches can change the names and or order before the event

  - A team can report an order change to the lane timers before they swim.

Using Radios

- *Listening on the radio provides the Admin Official a picture of what is happening on deck*
  - E.g. DQs, no-shows and reseeds
  - Knows to expect the paperwork for these items.
  - Can reconcile their counts with the deck referees

- *Acknowledge all radio calls made to you*
  - A simple "Thank You" is sufficient for the caller to know you received their call.

Work Flow and Priorities

- *As an AO, you are required to balance priorities and deadlines while maintaining quality and accuracy*

- *"What's the most important thing I need to be doing right now?"*
  - This may change on a moment's notice

- *You can't sacrifice quality and accuracy, but you also can't ignore deadlines*

Work Flow and Priorities

- *Example 1 – Positive Check-In*
  - Make sure you have enough time to do all that needs to be done
  - If you have multiple events, do them in batches rather than all at once
  - Heat sheets for coaches, then timer sheets, then heat sheets for officials.

- *Example 2 – Prioritize Tasks*
  - At a prelims/finals meet, processing prelims results are very high priority
  - At a timed finals meet, processing results have no time pressure and may be a lower priority

Meet Mobile

Meet Mobile 2.5

Select All   De-Select   Upload Session Results

Session List

	Day	Start Time	Session #	Course	Session Title
☐	1	08:00 AM	1	L	12 & Under Saturday Morning Session
☐	1	02:00 PM	2	L	13 and Over Saturday Afternoon Session
☐	2	08:00 AM	3	L	12 & Under Sunday Morning Session
☐	2	02:00 PM	4	L	13 and Over Sunday Afternoon Session

Select Session From Above List

Activate the Meet Mobile System ☐

OFF

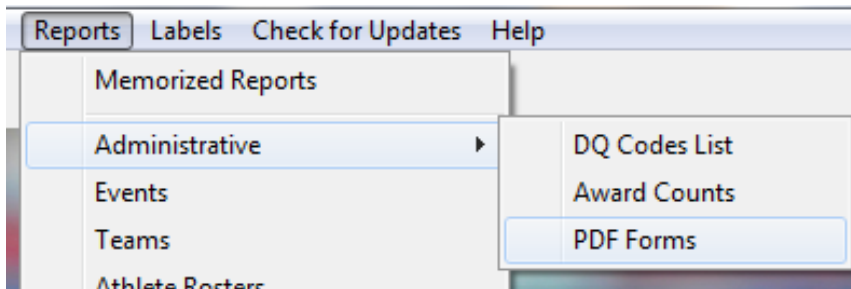- *Turn off Meet Mobile*
  - It slows down the system
  - It posts unofficial results

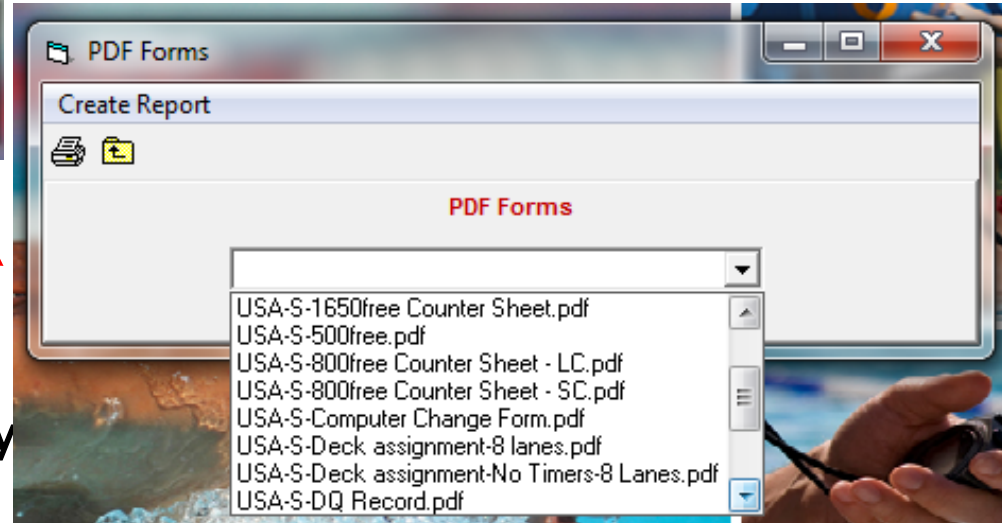- *At the end of the event, CTRL-M uploads the official results to Meet Mobile*

Forms

- *Some of the forms available in Meet Manager*
  - Distance counting sheets, officials assignment forms, DQ log, relay take-off slips, etc.

- Other forms are available on the PVS website.
- It is a good idea to bring them with you (electronic copy)

DQ Slips

Disqualification (DQ) slips:

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

DQ Codes

USA-S DQ Codes Nov 2013 ▾

Time Adjustment Method

◉ FINA rules

○ USA Swimming rules prior to
1 May 2016

DISQUALIFICATION REPORT

EVENT #_____ HEAT _____ LANE _____

SWIMMER _____ TEAM _____

BUTTERFLY   START ____ SWIM ____ TURN ____ FINISH ____
KICK: ALTERNATING (1A) ____ BREAST (1B) ____ SCISSORS (1C) ____
ARMS: NON-SIMULTANEOUS (1E) ____ UNDERWATER RECOVERY (1F) ____
TOUCH: ONE HAND (1J) ____ NOT SEPARATED (1K) ____
     NON-SIMULTANEOUS (1L) ____ NO TOUCH (1M) ____
NOT TOWARD THE BREAST OFF WALL (1N) ____
HEAD DID NOT BREAK SURFACE BY 15m (1P) ____ RE-SUBMERGED (1R) ____
OTHER (1T): _____

BACKSTROKE   START ____ SWIM ____ TURN ____ FINISH ____
NO TOUCH AT TURN (2A) # ____
PAST VERTICAL AT TURN:
   DELAY INITIATING ARM PULL (2B) ____ DELAY INITIATING TURN (2C) ____
   MULTIPLE STROKES (2D) ____
TOES OVER LIP OF GUTTER AFTER THE START (2E) ____
HEAD DID NOT BREAK SURFACE BY 15m (2F) ____ RE-SUBMERGED (2G) ____
NOT ON BACK OFF WALL (2H) ____
SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2J) ____
OTHER (2T): _____

BREASTSTROKE   START ____ SWIM ____ TURN ____ FINISH ____
KICK: ALTERNATING (3A) ____ BUTTERFLY (3B) ____ SCISSORS (3C) ____
ARMS: PAST HIPLINE (3D) ____ NON-SIMULTANEOUS (3E) ____
   TWO STROKES UNDER (3F) ____ NOT IN SAME HORIZONTAL PLANE (3G) ____
   ELBOWS RECOVERED OVER WATER (3H) ____
TOUCH: ONE HAND (3J) ____ NOT SEPARATED (3K) ____
   NON-SIMULTANEOUS (3L) ____ NO TOUCH (3M) ____
NOT TOWARD THE BREAST OFF WALL (3N) ____
CYCLE: KICK BEFORE PULL (3P) ____ HEAD NOT UP (3R) ____
   DOUBLE PULLS/KICKS (3S) ____
OTHER (3T): _____

FREESTYLE
NO TOUCH AT TURN (4A) # ____
HEAD DID NOT BREAK SURFACE BY 15m (4B) ____ RE-SUBMERGED (4C) ____

INDIVIDUAL MEDLEY
STROKE INFRACTION(S) (5A) # ____ ____
OUT OF SEQUENCE (5B) ____

RELAYS
STROKE INFRACTION: (6A-D) # ____ SWIMMER # ____
EARLY TAKE OFF SWIMMER (6F-H) # ____
CHANGED ORDER (6L): SWIMMER ____ STROKE ____
OTHER (6T): _____

MISCELLANEOUS
FALSE START (7A) ____ DECLARED FALSE START (7B) ____
DID NOT FINISH (7C) ____ DELAY OF MEET (7D) ____
OTHER (7T): _____

JUDGE: _____
      (print name clearly)

REFEREE: _____
      (print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH

rev. (5/14)

PVS Administrative Official

Thank you!
See you on deck!