

Admin Officials

Procedural Guidelines

The USA Swimming rulebook states that the Administrative Official

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
- e. Other administrative personnel

Arizona Swimming adds the following duties:

1. Recording disqualifications on the DQ log
2. Processing scratches & additions; notifying the appropriate deck personnel
3. Notifying Deck Referee and Starter of disabled swimmer -- events/heats/lanes
4. Determining and recording the official time
5. Processing initial distance requests (lead off splits) and notifying the DR/ST
6. A first-hand working knowledge of HyTek and Colorado Timing/Daktronics

One of the most important duties of the Admin Official is ensuring that swimmers received the correct time.

Most timing problems occur because either the pad malfunctions or the button is too early/late. On rare occasions, the problem is caused by a malfunction in the timing system itself – keyboard start required because the system was not properly reset or power was lost (and no battery back-up).

If the problem is consistently with the same pad or button, ask for a replacement (pad, button, or timer).

So, how do you know what to use –
the pad, the button, or the watch?

Review the printout from the Swimmer 5.

You are looking to verify the times by comparing the two buttons or the pad and the button.

Although the Swimmer 5 will indicate a differential of more than .3 seconds when using the pad/button correct setting, you should always check them manually in case everything is not set accurately.

When using the two button system, the buttons must be compared manually as there is no setting to indicate a differential of more than .3 seconds.

REMEMBER!!!

A differential of .3 seconds or more MAY indicate a malfunction. It does not automatically mean there IS as malfunction.

You are looking to prove that the pad time is wrong! You must have justification to use a backup time.

If there is an indication that a malfunction MAY exist, you should follow these steps.

1. Get the order of finish from the starter.
2. Write it down the side of the print-out that has the times listed by finish order.

3. If the orders of finish agree, you MAY be done.
4. However, you need to continue to check as the order of finish may not have changed with either the back up time or pad time.

Gather other information. Did the Swimmer 5 operator indicate a “late pad” or “late button”?

Check the lane timer’s sheet. Did the timer indicate a “soft touch” or “late watch” or “late button”?

If you find no information to support that the pad time is incorrect, then you should accept the pad.

If other information becomes available later, you should review the entire situation and make a new determination.

There is NO calculation for a pad/button differential. If you are accepting the button as valid, simply type in the button time for the finals time.

Indicate on the Swimmer 5 printout which time should be used:

Draw one line through the pad if it is incorrect and circle the button time to be used;

Or circle the pad time to indicate that it should be used;

Or hand write the watch time on the printout and circle it if it is to be used.

Sign off on your work.

Here are some samples to work through:

What to do with the two button system?

Follow all the same procedures used for pad/button decisions.

Write all of the watch times on the printout next to the lane times.

“There may be times where you have one button and watch that match and the other button seems potentially invalid, but that time matches the order of finish. Probably OK to use that button time particularly if the other button does not match the order of finish. “

Jay Thomas
Rules & Regulations Chair
USA Swimming

“Simply taking a button because it matches one of the watches probably isn’t a sound process. I would stick with averaging the buttons (provided that one doesn’t seem possibly invalid) and comparing that average to the watch time and the order of finish and making the judgment from there.”

Jay Thomas
Rules & Regulations Chair
USA Swimming

If you decide that one of the buttons is valid, simply type in that button time.

If the watch time appears to be valid, simply type in the watch time.

Make your best decision!!

Timing adjustments are only done on total “heat malfunctions.” All of the information gathering process is the same. But, now you will need to do the math.

The process for a system malfunction does require doing a timing adjustment.

LATE START - MANUAL				
LN	<u>W</u>	<u>PAD</u>	<u>BUTTON</u>	<u>PLACE</u>
2	427.95	250.76	250.76	3
3	433.69	256.70	256.68	4
4	419.49	242.46	242.39	1
5	425.91	-248.83	248.96	2
6	445.02	312.00*	<308.20>	8
7	434.89	257.91	257.88	5
8	438.03	300.97	300.92	7
9	434.77	257.92	257.80	6

OFF 4 5 2 3 9 7 8 6 1

How to read a Swimmer 5/6 printout:

The Administrative Official

What to do at a Prelims/Finals Meet

The Administrative position at a prelims/finals meet has the responsibility for all of the duties previously listed AND

1. Is responsible for entry additions (with concurrence of the Meet Referee), deadlines and scratches.
2. Manages all of the seeding for the meet
3. Supervises all personnel (clerk of course, timing equipment operator, Hy-Tek operator, awards personnel, etc.)
4. Supervises time trial entries, seeding, and scheduling per the meet flyer and Meet Referee's direction.
5. Handles the notification and scheduling of all swim-offs.
6. Prepares all of the relay take-off slips (when Chief Judges are not being used).
7. Is to make the Meet Referee look REALLLY good.

Pre-Meet Responsibilities

1. Make sure you have the correct copy of the meet flyer. Study it carefully for any conflicts in wording or rules, check-in deadlines, scratch deadlines, relay eligibility swimmers, etc.
2. Get copies of the Team Entry Summaries, Women athletes (alphabetical), Men (alphabetical), Psych Sheets, Heat Sheets, Exceptions Report, No Show slips, DQ slips, DQ logs, Scratch sheets, Computer Change Forms, etc.
3. Make up positive check-in folders for the distance events. The sheets should be in order by time, not alphabetical.
4. Have a 3 inch 3 ring binder to keep prelim seedings, prelim results, scratch sheets, finals' seedings, final results in by event or day (Age Group).

During the Meet

1. Determine who will approve all times.
2. Double, triple and quadruple check all heat sheets (prelims/finals/timed finals/time trials) yourself.
3. Ensure that any DQ slip (when used) gets to the swimmer or his/her coach.
4. Schedule all swim-offs per the Rulebook.
5. Prep all relay take-off slips (when CJs are not being used)
6. Notify No Shows or his/her coach of the penalty to be applied, if any
7. Work with the announcer to ensure that results are read appropriately and particular attention is paid to the time.
8. In the event of scratches, notify as many affected swimmers as possible. However, once an alternate always an alternate. (See 207.11E 1, 2, 3)
9. Keep your 3 ring binder or file folders current. File the scratch sheets with the results at the conclusion of the meet.
10. Double check relay swimmers to make sure all were eligible.

How to process scratches/positive check-in events:

After the Meet

1. No, you can't just quickly disappear out of the venue.
2. Double check all scores.
3. Compile all of your paperwork into a nice, neat pile for the Meet Director.
4. Make sure you have processed all paperwork for records, if there are any.
5. Leave your contact information with the meet host.
6. Thank everyone.
7. Go home; put your feet up; determine what you did really well and where you might improve next time

This job is highly intensive in the being cool, calm and collected department. You need to interact positively with dozens of people. Working with coaches can take a lot of patience. Remember, they are only doing their job in advocating for their swimmer. But, once you assure them of the accuracy of information and your own proactive approach, they will be much easier to deal with. Always have the best interest of the swimmers in the forefront, but maintain the integrity of the sport by fairly enforcing all rules uniformly.