



Administrative Official Training Clinic Oregon Swimming, Inc.

Administrative Official Training Clinic Introductions

Agenda

OSI Officiating Philosophy

As officials, we help conduct swim meets to maintain fair and equitable conditions of competition and promote uniformity in the sport so that no swimmer has an unfair advantage over another.

What Does that Mean?

One set of rules applies to all swimmers, no matter what their age or ability level. The swimmer always gets the benefit of the doubt and Officials demonstrate impartiality on deck.

Why

USA Swimming rule 102.10.2 requires Administrative Officials be certified by their LSC. Rules 102.10.3 and 102.10.4 also require an Administrative Official or Administrative Referee as part of the minimum number of officials for meets, including dual meets.

Having a certified Official who has an overview of all the administrative needs of a meet will help things to run more smoothly and will help to maintain the accuracy of results. After all, correctly determined times for each swimmer is the fundamental reason for having a meet.

What

The Administrative Official is one who works directly with the Meet Referee and supervises and/or directs the administrative positions on the “dry” side of the meet. They supervise the administrative personnel.

Responsibilities

Their responsibilities include accurate processing of entries and scratches, seeding and determining and posting official times and results, as well as any other assigned duties.

Role

The Administrative Official may work in one or more of the administrative positions and supervise other Officials and volunteers in the other positions, but may not work in a Deck Official position while serving as the meet’s Administrative Official.

Certification Process

A page with the details of the certification process is included in your materials.

To begin training you must be currently registered as an Electronic Timing Official with at least 8 sessions of experience. (The Administrative Chair can consider exceptions, on a case by case basis, to the Electronic Timing prerequisite for Officials from clubs that do not use electronic timing equipment in their meets and whose local meet schedule does not provide opportunity for Electronic Timer certification.) Following this clinic go through the training steps, some of which require access to Hy-Tek Meet Manager to complete. After confirmation from the Administrative Official Chair you are ready, take and pass the Administrative Official online test.

Someone with Meet Manager experience can become an Administrative Official by completing the Electronic Timer training process and working 8 sessions as a certified ET Official. The Administrative Official clinic and training would still be required, but should not require much difficulty.

Meet Set Up and Entry Training

You'll be given meet announcements to set up a basic meet and create an event file in Meet Manager and to set up a second, more advanced prelims-finals format meet. You'll also be given a set of entries to import into a meet, then seed the meet and generate the appropriate reports.

Meet Manager Operation Training

After the successfully completing the pre-meet training you'll spend a minimum of 4 hours doing Meet Manager operations at a meet. There are some specific skills you'll need to perform.

Next we'll go through the Administrative responsibilities step by step. Much of this work can be delegated and supervised but you'll need to understand it thoroughly enough to confirm that the tasks are being done correctly.

Obtain Meet Announcement and Know It Thoroughly

Look at all the details and be sure you understand them. Also check the meet information for any inconsistencies or other things that might be a problem. In non-championship meets any penalties for no-shows need to be included in the meet announcement.

Coordinate with Referee

As early as possible contact your Meet Referee and find out about any preferences she or he might have.

This is a good time to consider what heat interval would be appropriate for the meet. A 20 second heat interval can work well for experienced senior swimmers but a 30, 40 or even 45 second interval should be considered with younger and less experienced swimmers.

If issues come up bring the Referee into the conversation as soon as possible.

Types of Meets

These are probably familiar, and they all require an Administrative Official or Administrative Referee

Administrative Positions

Every meet needs to have all of these positions filled, but in many cases one person can do more than one job. For example, in a smaller meet a Meet Manager Operator might be both the Clerk of Course and the Scoring Personnel. The meet's Administrative Official can do one or more or none of these jobs and supervise any jobs that they are not doing themselves, but again, may not be on deck as a Referee, Starter, or Stroke and Turn Official. The Meet Director needs to have a non-athlete registration with USA Swimming but does not need to be a certified official unless s/he is also the meet's Administrative Official.

Meet Setup in Software

This is essentially transferring the details from the meet information into the meet management software. Hy-Tek Meet Manager is the software used in OSI. After the meet is set up an event file is created for the attending teams to import into Team Manager or Team Unify. It is very important to get all the details correct before sending out the event file to avoid confusion and errors later.

Pre-Meet Responsibilities

Teams will send entry files that are imported into Meet Manager. After importing entries check for exceptions such as bad USA Swimming ID numbers, swimmers in the wrong age or gender events, etc. Also watch swimmer numbers and timelines as entries come in. It is important to be sure that the seeding is consistent with the meet information. The meet might be seeded in advance or deck-seeded for all or selected events. Be very careful when re-seeding, particularly after printing heat sheets. Only re-seed the events that require it and clearly indicate which version is the most recent. If any events are going to have positive check in the details for that need to be worked out. Finally be sure that all the needed supplies are on hand.

Review Heat Sheet

For pre-seeded timed finals or prelims it is a good idea to scan the heat sheet for obvious errors. With deck-seeding the heat sheet needs to be checked against the psyche sheet and list of scratches to confirm the correct swimmers are in the event. In a finals event check the heat sheet against the prelim results and scratches to be sure the correct swimmers and alternates are listed.

Types of Timing Systems

A brief review of timing information, we have the three types of timing systems listed in order of accuracy.

Timing System Designation

We also have the primary, secondary and tertiary timing system designations.

Determination of Official Time

This is the familiar process from your ET training. Always remember to investigate further if the backup times fail to confirm a pad time and are slower than the pad time. In many, but not all, cases the pad time is the correct time in this situation.

Timing Adjustments

A heat malfunction adjustment can be done if the starting unit fails to trigger the timing console and the operator starts it manually

Time Verification

You have flowcharts in your materials to use either to refresh your own memory or to help guide others.

Time Verification (3 Watches)

Time verification when only watches are available.

Results Verification

You want to be sure that any timing calculations were applied and done correctly and that any disqualifications were entered correctly. Meet Manager has DQ codes that can be used to indicate what the infraction was, if you wish to do that. Whenever possible it's better to catch errors before the results are posted. If the primary time cannot be used the Referee should be informed.

Splits

Relay lead off and individual event intermediate splits can be official times. Relay lead off splits are automatically included in the SWIMS database but splits from individual events need to be submitted. To do this create a new event in the meet and enter the swimmer and time information. Creating a separate session can also be done and this makes it easier to identify and remove these events when updating a meet next year. For initial distance splits the swimmer must complete the full event without disqualification and a legal finish needs to be confirmed for any stroke other than Freestyle.

Results

When the results are ready there are a variety of ways they can be distributed. If live results are being used remember to repost if there are any changes. Reposting an entire session once everything is completed is a good way to be sure nothing was missed.

Prelims-Finals

In a prelims-finals meet, particularly in a championship meet, all results need to be approved prior to posting. Remember to track the 30 minute time period for swimmers to either scratch or declare their intent to scratch.

Remember

Communicate pleasantly, be courteous, take the time needed to be accurate and have fun.

Resources

OSI you tube meet manager videos

<http://www.youtube.com/watch?v=uXG5TKYZbOM>

<http://www.youtube.com/watch?v=aKK6Wu-j5TE>

Questions?