



**Administrative
Official Training
Clinic**

Agenda

- Introductions
- Role of Administrative Official
- Certification Process
- Meet Setup in Hy-Tek Meet Manager
- Pre-Meet Responsibilities
- Official Times
- Results
- Questions

OSI Officiating Philosophy

Fair and equitable conditions of competition are maintained and uniformity in the sport is promoted so that no swimmer has an unfair advantage over another

What does that mean?

- Success of every meet depends on the official's integrity, knowledge, concern and regard for the competitive interest of the swimmer
- One set of rules applies to all swimmers
- Swimmers get the benefit of the doubt
- Demonstrate impartiality and professionalism on deck

Why

- USA Swimming Rule 102.10.2
 - All officials acting in the capacity of Referee, Starter, Administrative Official or Stroke and/or Turn Judge at a swimming meet shall be certified in such position by their LSC prior to being assigned to officiate in that capacity
- More smoothly run meets
- Help to ensure the accuracy of swimmer's times

What

- USA Swimming rule 102.14
 - The Administrative Official/Referee shall be responsible to the referee for the supervision of the following:
 - The Entry and Registration Personnel
 - Clerk of Course
 - Timing Equipment Operator
 - Scoring Personnel
 - Other Administrative Personnel

Responsibilities

- Shall be responsible to the Referee for:
 - The accurate processing of entries and scratches
 - The accurate seeding of preliminary, semi-final and final heats
 - Determination and recording of official times
 - Determination of the official results
 - Publication and posting of results and scores
- Shall perform other duties assigned by the Referee

Role

- May work in one or more of the administrative positions
- May supervise officials and volunteers in other administrative positions
- May not work as a deck official while serving as a meet's Administrative Official

Certification Process

- Be registered as an Official with USA Swimming
- Current background check and Athlete Protection Training with USA Swimming
- Be certified with OSI as an Electronic Timing Official with at least 8 sessions of experience
- Attend Administrative Official training clinic
- Administrative Official training
- Forward training record to Administrative Official chair and await confirmation to take online test
- Take and pass on-line open-book test

Meet Set Up and Entry Training

- Successfully set up a basic meet and create an event file using provided meet information
- Successfully set up an advanced prelims-finals meet using provided meet information
- Successfully import entries, seed and generate appropriate reports for a meet

Meet Manager Operation Training

- Complete a minimum of 4 hours of Meet Manager operations, including:
 - Adding swimmers
 - Adding heats
 - Importing times
 - Importing times for combined heats
 - Moving swimmers between heats
 - Manually entering heat times
 - Judges decision
 - Results files

Obtain Meet Announcement and Know it Thoroughly

- Dates, sessions, entry limits and time limits
- Qualification times, if any
- Pre-seeded or deck-seeded
- Timed finals or prelims-finals
- Positive check in and scratch procedures
- No show penalties

Coordinate with the Referee

- Discuss preferences in the administrative areas
- Consider appropriate heat intervals
- Follow their instructions/guidance
- Seek assistance with any issues earlier rather than later

Types of Meets

- Dual
- Open
- Invitational
- Time Trial
- Championship

Administrative Positions

- Clerk of Course
 - Scratches from prelims or timed finals
 - Check in for events (distance, relays, etc.)
 - Time trial entries
- Timing Equipment Operator
- Timing Judge
- Scoring Personnel
- Other Administrative Personnel

Meet Setup in Software

- Event order
- Entry requirements
- Entry limits
- Timed finals or prelim-finals format
- Scoring

Pre-Meet Responsibilities

- Receipt of entries
- Seeding
 - Timed finals
 - Prelim-finals format
 - Fast to slow or slow to fast
 - Re-seeding
- Positive check in (if required and which events)
- Lane timer sheets, relay cards, award labels

Review Heat Sheet

- Pre-seeded timed finals or prelims: Check for errors
- Deck-seeded timed finals or prelims: Compare to original psyche sheets, sign-ins (if required) and scratches received
- Finals: Check any scratches after prelims for finals, make sure alternates are listed

Types of Timing Systems

- Automatic
 - Automatic start. Finish on touch pads
- Semi-Automatic
 - Automatic start. Finish on buttons
- Manual
 - Watches

Timing System Designation

- Primary
 - The most accurate system available
 - Could be automatic, semi-automatic, or manual
 - Typically automatic, pads
- Secondary
 - Backup to primary system
 - Typically buttons
- Tertiary
 - At least one watch should be used as a back up for the automatic or semi-automatic system

Determination of Official Time

- The time from a properly operating primary system is the official time
 - Automatic: Pad time
 - Semi-Automatic: 3 (middle time) or 2 (average time) buttons
 - Manual: 3 (middle time) watches
- The primary timing system is probably operating properly if the secondary or tertiary time confirms by approximately 0.30 seconds or less
- If secondary and/or tertiary times do not confirm the pad time and are slower than the pad time remember to investigate further

Timing Adjustments

- Heat malfunction
- Review calculations

Time Verification (Pad, Button & Watches) 5/1/16

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    graph TD
      A[At least one button confirms pad time] -- Y --> B[Use pad time]
      A -- N --> C[At least one watch confirms pad time]
      C -- Y --> B
      C -- N --> D[Buttons confirm each other and faster than pad]
      D -- Y --> E[Use button average]
      D -- N --> F[Watches confirm one button time and faster than pad]
      F -- Y --> G[Use button]
      F -- N --> H[Watches confirm each other and faster than pad]
      H -- Y --> I[Use watch average]
      H -- N --> J[Collect order of finish and coach's time. Compare with pad/watch/button times. Use best judgment.]
  
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ET TIP: Calculate the button average when the pad is not confirmed & 2 buttons agree, before watch times arrive to speed the process!

Time Verification (3 Watches)

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    graph TD
      A[Two watches the same] -- Y --> B[Use watch time]
      A -- N --> C[Middle watch within 0.30 seconds of the other two]
      C -- Y --> D[Use middle watch time]
      C -- N --> E[Only two valid watch times available (both within 0.30 seconds)]
      E -- Y --> F[Take the average of the two watches]
      E -- N --> G[One of the 3 watches more than ±0.30 seconds from either of the other two valid watches (both within 0.30 seconds)]
      G -- Y --> H[Discard the outlier and take the average of the two watches]
      G -- N --> I[Collect order of finish and coach's time. Use best judgment. If no valid time, use the middle watch time. One time not validated is not ideal, benefit of doubt to swimmer]
  
```

valid watch or button; def. having another time within approximately 0.30 seconds of that time

Splits

- Relay lead off
 - Automatically entered into SWIMS
 - Must complete their leg without disqualification
 - Disqualification of another swimmer is OK
- Initial distance
 - Create new event then enter swimmer and time
 - Legal finish for other than Freestyle
 - Must finish full event without disqualification

Results Verification

- Confirm timing reconciliations
- Disqualifications
 - DQ codes in Meet Manager
- No shows/Declared false starts/Missing swimmers
- Check scoring
 - Confirm scoring is per meet information
- Inform Referee if primary timing system time can not be used

Results

- Announced
- Posted
- Live results
- Website posting

Prelims-Finals

- ALWAYS obtain approval from Meet or Admin Referee before posting any documents
- 30 minute scratch rule (once announced) and intent to scratch
- Announcing of any scratches or the final participants once the scratch deadline occurs (Remember to check for intent to scratch on each event before closing)

Remember

- Communicate pleasantly with everyone
- Be courteous to the coaches, swimmers, officials and volunteers
- Take your time to make sure paperwork and results are accurate
- Have fun!

Resources

- Meet Manager help feature
- Meet Manager videos
 - Licensed copy of Meet Manager needed
- OSI online administrative tutorial videos
 - <http://www.youtube.com/watch?v=uXG5TKYZbOM>
 - <http://www.youtube.com/watch?v=aKK6Wu-i5TE>
- Equipment manuals available online
 - Colorado Timing manuals
 - Daktronics manuals

Questions ?
