



## Part 2 - Administrative Official Clinic



# North Carolina Swimming Requirements for Apprentice Officials

## Testing the 'water'

- There are some costs for becoming an official **BUT**
  - You can start on deck without paying the fees
  - You have 60 days to pay the fees
  
- Specifically, per the NCS Policy, "In the first 60-days after clinic attendance date, up to 2 sessions are allowed prior to completion of prerequisites." (Prerequisites = Payment items plus APT and CPT)



# THE ADMINISTRATIVE OFFICIAL

- ▶ *Combination of two roles*
  - Clerk of Course – putting the swimmers in the water
  - Timing Judge – certifying official times

# CLERK OF COURSE

- ▶ *All the paperwork at the meet before the swimmers swim*
  - Check-in
  - Seeding
  - Preparation/distribution of lane timing sheets
  - Preparation, posting, and distribution of heat sheets
- ▶ *Role can vary greatly by type of meet, host team, and LSC practices*
  - Much of the job is computerized
  - Often the tasks are done by a variety of people who are not officials

# CLERK OF COURSE (CON'T)

## ▶ *Meets*

- Must be sanctioned, approved or observed for times to be considered official
- Sanctioned
  - Meet conducted in conformance with USA Swimming technical rules in which all must be members of USA-S
- Approved
  - Meet conducted in conformance with USA Swimming technical rules in which both members and non-members of USA-S may compete
- Observed
  - Meet conducted to rules other than USA Swimming technical rules (High School, NCAA, etc ) where USA certified officials observe swims for conformance with USA Swimming technical rules .

# CLERK OF COURSE – MEETS (CON'T)

## ▶ Timed Finals

- One swim, all swimmers ranked by time

## ▶ Prelims/Finals

- Swimmers qualify to swim in finals (later in the day or next day) based on their times in preliminary heats

# CLERK OF COURSE – MEETS (CON'T)

- ▶ Other – Found in Meet Announcement
  - Type
    - Dual meets
    - Invitational
    - Open meets
    - Championships
  - Entry requirements
    - None = open
    - By set qualifying time
      - ABC, AB, A+, State, Regional, etc.
    - Age Group
      - Swimmers swim in the age group established for an event.
      - Open/Senior=any age

# CLERK OF COURSE – Seeding

Assignment of a heat and lane to each swimmer based on entry times within an event

## ▶ General Principles

- Heats usually assigned slowest to fastest
- Fastest swimmers compete in the last heat
- Fastest swimmers get the “best” water
  - Inside lanes (lanes 3 and 4 in a six-lane pool; lanes 4 and 5 in an eight-lane pool, etc.)
- Swimmers assigned to lanes in the following order:
  - 6-Lane pool: 3-4-2-5-1-6
  - 8-Lane pool: 4-5-3-6-2-7-1-8
- Every heat must have at least three swimmers
- Times ranked fastest to slowest, with “non-conforming” times last (short course vs. long course), followed by NT (no time)



# Clerk of Course – Seeding (con't)

- ▶ Horizontal seeding (Timed finals)
  - Seed slowest to fastest by heat
  - Fastest swimmers swim head to head in same heat

# Clerk of Course – Seeding (con't)

## EXAMPLE 1: 18 swimmers in a 6-lane pool

Note: A is the fastest swimmer, R the slowest

Lane/Heat	1	2	3	4	5	6
1	Q	O	M	N	P	R
2	K	I	G	H	J	L
3	E	C	A	B	D	F

# Clerk of Course – Seeding (con't)

**EXAMPLE 2: 13 swimmers in a 6-lane pool**

Note: A is the fastest swimmer, M the slowest

Lane/Heat	1	2	3	4	5	6
1		M	K	L		
2		I	G	H	J	
3	E	C	A	B	D	F

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 1

Seed 13 swimmers in an 8-lane pool; A is the fastest swimmer, M the slowest

Lane/ Heat	1	2	3	4	5	6	7	8
1								
2								
3								

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 1 – (cont'd)

Seed 13 swimmers in an 8-lane pool; A is the fastest swimmer, M the slowest

Lane/ Heat	1	2	3	4	5	6	7	8
1								
2				A				
3								

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 1 – (cont'd)

Seed 13 swimmers in an 8-lane pool; A is the fastest swimmer, M the slowest

Lane/ Heat	1	2	3	4	5	6	7	8
1								
2				A	B			
3								

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 1 – (cont'd)

Seed 13 swimmers in an 8-lane pool; A is the fastest swimmer, M the slowest

Lane/ Heat	1	2	3	4	5	6	7	8
1								
2			C	A	B			
3								

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 1 – (cont'd)

Seed 13 swimmers in an 8-lane pool; A is the fastest swimmer, M the slowest

Lane/ Heat	1	2	3	4	5	6	7	8
1		M	K	I	J	L		
2	G	E	C	A	B	D	F	H
3								



# Clerk of Course – Seeding (con't)

- ▶ Vertical, or circular seeding (Prelims)
  - Three fastest heats for events less than 400m/y
  - Two fastest heats for events 400m/y or more
    - Effective May 1, 2017
  - Fastest swimmers get “best” water
  - Slower heats are seeded horizontally

# Clerk of Course – Seeding (cont'd)

## **EXAMPLE 3: 18 swimmers in a 6-lane pool, prelims**

Note: A is the fastest swimmer, R the slowest

Lane/Heat	1	2	3	4	5	6
1	O	I	C	F	L	R
2	N	H	B	E	K	Q
3	M	G	A	D	J	P

## **EXAMPLE 4: 26 swimmers in a 6-lane pool, prelims**

Note: A is the fastest swimmer, Z the slowest

Lane/Heat	1	2	3	4	5	6
1		Z	X	Y		
2	W	U	S	T	V	
3	O	I	C	F	L	R
4	N	H	B	E	K	Q
5	M	G	A	D	J	P

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 2

Seed 43 swimmers in an 8-lane pool; A is the fastest swimmer, QQ the slowest for a 200 yard prelim event

Lane/ Heat	1	2	3	4	5	6	7	8
1								
2								
3								
4								
5								
6								

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 2

Seed 43 swimmers in an 8-lane pool; A is the fastest swimmer, QQ the slowest for a 200 yard prelim event

Lane/ Heat	1	2	3	4	5	6	7	8
1								
2								
3								
4				C				
5				B				
6				A				

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 2

Seed 43 swimmers in an 8-lane pool; A is the fastest swimmer, QQ the slowest for a 200 yard prelim event

Lane/ Heat	1	2	3	4	5	6	7	8
1								
2								
3								
4				C	F			
5				B	E			
6				A	D			

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 2

Seed 43 swimmers in an 8-lane pool; A is the fastest swimmer, QQ the slowest for a 200 yard prelim event

Lane/ Heat	1	2	3	4	5	6	7	8
1								
2								
3			AA	Y	Z			
4	U	O	I	C	F	L	R	X
5	T	N	H	B	E	K	Q	W
6	S	M	G	A	D	J	P	V

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 2

Seed 43 swimmers in an 8-lane pool; A is the fastest swimmer, QQ the slowest for a 200 yard prelim event

Lane/ Heat	1	2	3	4	5	6	7	8
1			QQ	OO	PP			
2	MM	KK	II	GG	HH	JJ	LL	NN
3	EE	CC	AA	Y	Z	BB	DD	FF
4	U	O	I	C	F	L	R	X
5	T	N	H	B	E	K	Q	W
6	S	M	G	A	D	J	P	V

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 3

Seed 43 swimmers in an 8-lane pool; A is the fastest swimmer, QQ the slowest for a 400 yard prelim event

Lane/ Heat	1	2	3	4	5	6	7	8
1								
2								
3								
4								
5								
6								



# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 3

Seed 43 swimmers in an 8-lane pool; A is the fastest swimmer, QQ the slowest for a 400 yard prelim event

Lane/ Heat	1	2	3	4	5	6	7	8
1								
2								
3								
4								
5				B				
6				A				

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 3

Seed 43 swimmers in an 8-lane pool; A is the fastest swimmer, QQ the slowest for a 400 yard prelim event

Lane/ Heat	1	2	3	4	5	6	7	8
1								
2								
3								
4								
5				B	D			
6				A	C			

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 3

Seed 43 swimmers in an 8-lane pool; A is the fastest swimmer, QQ the slowest for a 400 yard prelim event

Lane/ Heat	1	2	3	4	5	6	7	8
1								
2								
3								
4			S	Q	R			
5	N	J	F	B	D	H	L	P
6	M	I	E	A	C	G	K	O

# Clerk of Course – Seeding (cont'd)

## SEEDING EXERCISE 3

Seed 43 swimmers in an 8-lane pool; A is the fastest swimmer, QQ the slowest for a 400 yard prelim event

Lane/ Heat	1	2	3	4	5	6	7	8
1			QQ	OO	PP			
2	MM	KK	II	GG	HH	JJ	LL	NN
3	EE	CC	AA	Y	Z	BB	DD	FF
4	W	U	S	Q	R	T	V	X
5	N	J	F	B	D	H	L	P
6	M	I	E	A	C	G	K	O

# Clerk of Course –Check–in Procedures

- ▶ **Advance preparation**
  - Tables, supplies
  - Boards for posting of information/deadlines
  - Location that avoids crowding and interference with the meet
- ▶ **Prepare listing of swimmers**
  - Alphabetical (by gender/age group) with notations of which events swimmers are entered
  - “Psych” sheets listing swimmers event by event from fastest time to slowest
  - Usually done by meet entry chair; should be given to clerk of course with any entry problems duly noted
- ▶ **Establish procedure to ensure accurate check–in**
  - Stay with sheets to oversee and assist younger swimmers
  - Don’t allow other swimmers to check in friends; coaches may check in their swimmers (have them initial)
  - Swimmers report to check–in table and highlight line with name and events on sheet (make sure entire line is highlighted); “X” any event swimmer wants to scratch
  - Proof of unproven times
  - Must be able to read check–ins, scratches, and no shows
- ▶ **Produce heat sheets with heat and lane assignments**
  - Distribute to deck officials, timing operators, coaches
  - Post in prominent places around pool deck
  - Make sure there is a date and time stamp on all heat sheets generated

# Clerk of Course -Check-in Procedures (cont'd)

## ▶ Pre-seeded

- Work generally done in advance by entry chair; heat sheets, lane timer sheets, check-in sheets, etc.
- The admin official should check to see that paperwork for recording times is available for each lane
  - Lane timing sheets

## ▶ Deck-seeded

- Purpose is to determine which swimmers will compete in an event so that entries can be seeded in an efficient manner with the minimum number of heats.

## ▶ Positive Check-In

- Only those swimmers who check in will be assigned a heat and lane

# Clerk of Course – Time Trials

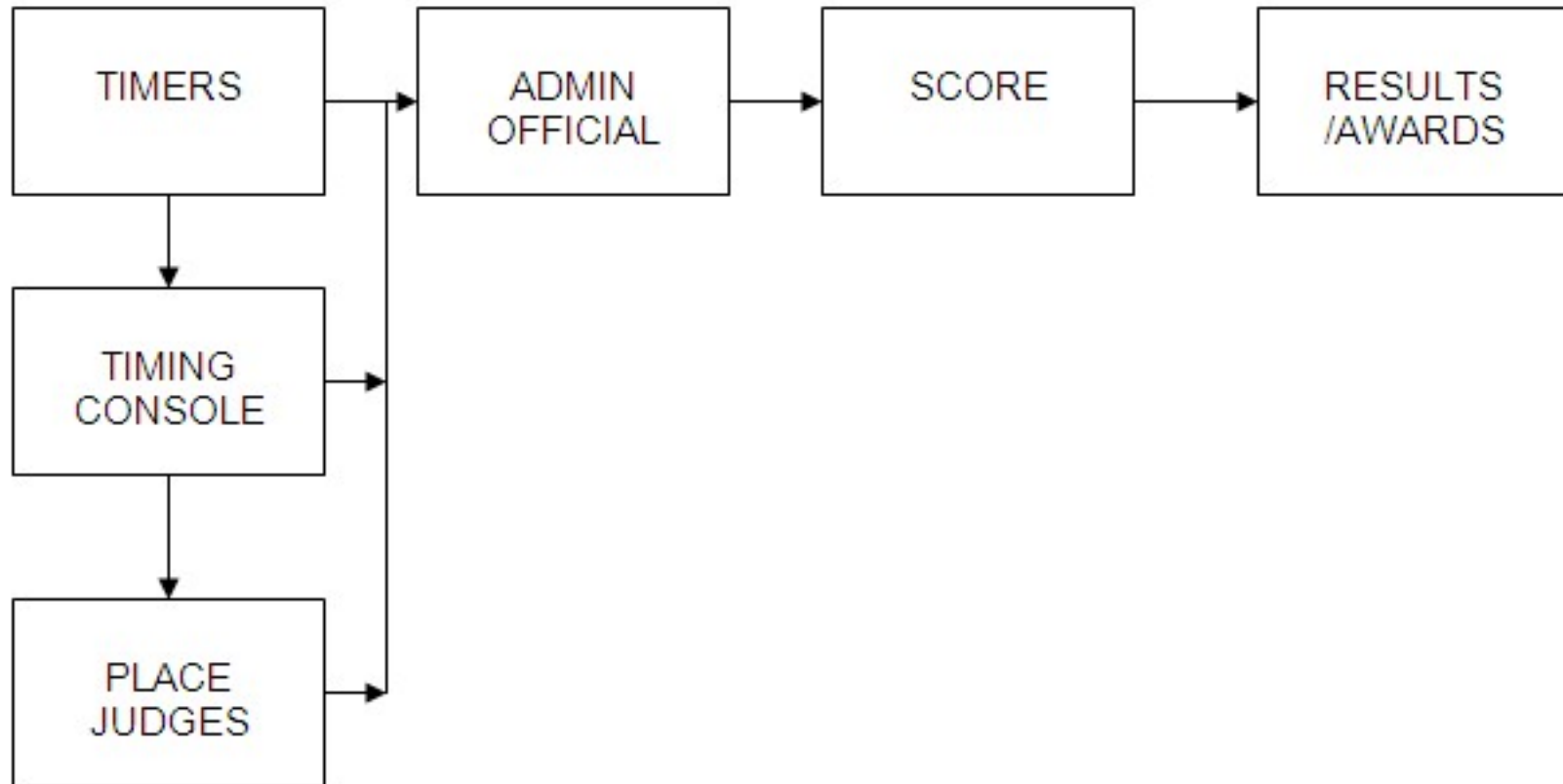
- ▶ **Time Trials – Deck Seeded**
  - No positive check-in sheets
  - Swimmers report to clerk of course to sign up for events
  - Clerk of course check-in swimmers and assign heat/lanes

# Clerk of Course – Seeding Issues

- ▶ Special Seeding
  - Fast to Slow
  - Circle Seed–First two or three slow to fast, remaining fast to slow alternating men and women
- ▶ Scratches
- ▶ Late check-ins
- ▶ No shows
- ▶ Entry problems
- ▶ When re-seeding an event, NT swimmers and same time swimmers will be re-shuffled. If heat sheets were posted and distributed make sure coaches are aware.



# Timing Judge – Meet Paper Flow



# Timing Judge – Times

## ▶ *Official Time*

- No swimmer shall be required to re-swim a race due to equipment failure, which results in unrecorded or inaccurate time or place
- All times are reported to hundredths (.00) of a second; TRUNCATE – NO ROUNDING UP OR DOWN

# Timing Judge – Times

## ▶ *Performance Requirements*

- Official time achieved only in an USA Swimming sanctioned, approved, or observed competition
  - Any heat including time trials, swim-off, leadoff leg in a relay, split from official start (must finish prescribed distance; no DQ)
- Official time for an event or stroke can be achieved only in that event or stroke, or in an initial distance of that event or stroke
  - Times achieved in freestyle events, regardless of stroke swum, are recorded as freestyle times
  - Disabled swimmer swimming a 50 event with a time equivalent to a 200 may be placed in the 200 event with the referee cognizant of the fact

# Timing Judge – Timing Systems

## ▶ *Timing, Finish Systems*

### ○ Automatic

- Clock starts with starter's signal; stops when swimmer touches timing pad
  - Most common systems–Colorado, DAK, Omega

### ○ Semi-automatic

- Clock starts with starter's signal; stops when timer depresses button or plunger when swimmer touches timing pad/pool wall

### ○ Manual

- Clock starts manually by timer at starter's signal; stops when timer stops watch when swimmer

# Timing Judge – Timing Designation

- ▶ Primary
  - Automatic timing
  - Semi-automatic, with two or three buttons per lane, each operated by a separate timer
  - Manual, with three watches per lane, each operated by a separate timer

# Timing Judge – Timing Designation (con't)

## ▶ Secondary

- If watches are not primary system, need secondary system equal to or lower than the primary system
- Stationary overhead video cameras recording 100 images per second (cameras integrated with primary system)
- Semi-automatic, with one, two or three buttons per lane, each operated by a separate timer
- Manual, with one, two or three watches per lane, each operated by a separate timer

# Timing Judge – Timing Designation (con't)

## ▶ Tertiary

- Unless primary system is manual watches or secondary is video integrated with primary system or includes at least 1 manual watch, at least one manual watch per lane shall be provided

# Timing Judge – Timing Designation (con't)

- ▶ Except where the primary system consists of watches, each competition must have at least two timing systems – primary and secondary
- ▶ Secondary and tertiary times are recorded but not used except to corroborate or correct missing or inaccurate primary/secondary results
- ▶ Official times achieved as stated are valid for all entry time and recognition program purposes except:
  - World
  - American
  - US Open

*Can only be established with automatic timing systems, a backup camera system, or semi-automatic system if the automatic system fails*



# Timing Judge – Determining Official Times

## ▶ Automatic Timing

- When recorded properly, the pad time shall be the official time

## ▶ Semi-automatic and manual timing

- If two of the three buttons or watch times agree, that shall be the time for that timing system
- If all three buttons or watches disagree, the time of the intermediate button or watch shall be the time for that timing system
  - If only two buttons or watch times are available, the time shall be the average of those two buttons or watch times. Digits representing thousandths of a second shall be dropped with no rounding.
- If only one watch or button is available, the time of that button or watch shall be the time for that timing system.

# Timing Judge – Determining Official Times (con't)

- ▶ Primary Timing System Malfunction may have occurred if:
  - Difference between the time obtained by the primary system and the back-up system(s) is approximately .30 second or greater
    - .30 second is a guideline
  - Place judge reports a different order of finish
  - It is reported the swimmer missed the pad or had a soft touch

# Timing Judge – Adjusting for Timing System Differences

- ▶ When determined, the back-up time(s) shall be used and then integrated with accurate primary times to establish official times and order of finish.
  - Never take a good pad time away from a swimmer!!!

# Timing Judge – Adjusting for Timing System Differences – (cont'd)

- ▶ Adjustments in a Nutshell
  - Watches close to pad – pad official
  - Watches close to button – button official (average/median/single)
  - Watches not close to pad or button – watch official (average/median/single)
- Late start of timing system
  - Average Watch – Pad; average; adjust pad

# Timing Judge – Adjusting for Timing System Differences (con't)

- ▶ Watch the clock start and finishes. Note a late start and late touch.
- ▶ Look at the timing system sheets ASAP after the heat. Look for the following:
  - Compare the pad and buttons.
  - Look for the .30 discrepancy. Do not depend on the “\*” on the printout.
  - Look for ties between pad and button, examine if they occur often.
  - Where there is a discrepancy, compare to watch times.

# Timing Judge – Adjusting for Timing System Differences (con't)

- ▶ When an error occurs, try to fix the cause! If you are observing a malfunction in equipment, bring it to the attention of the person who can fix it. When it is operator error, speak to the timer, or notify the referee (determine the flow of information at the officials' meeting)

# Timing Judge – Adjusting for Timing System Differences (con't)

## ▶ Lane Malfunction Adjustments

Lane	Primary Pad Time	Button	Watch	Official Time
1	52.21	52.12	52.04	52.21
2	52.18	52.01	51.95	52.18
3	51.05	51.00	50.95	51.05
4	51.04	50.88	50.84	51.04
5	51.96	51.35	51.27	51.35
6	51.65	51.57	51.55	51.65
7	52.27	52.13	52.1	52.27
8	51.87	51.75	51.65	51.87

# Timing Judge - Adjusting for Timing System Differences (con't)

## Heat Malfunction

Lane	Primary Pad Time	Avg. Watch	Watch-Pad	Official Time
1	51.12	54.14	3.02	54.18
2	51.56	54.61	3.05	54.62
3	51.09	54.18	3.09	54.15
4	50.12	53.18	3.06	53.18
5	49.78	52.90	3.12	52.84
6	49.06	52.06	3.00	52.12
7	52.21	55.30	3.09	55.27
8	52.92	55.99	3.07	55.98
			$24.5/8 = 3.0625$	



# Timing Judge – Adjusting for Timing System Differences (con't)

Situation 1						
Lane	Pad	Button	Watch 1	Watch 2	Avg. Watch	Official Time
1	38.10	38.35	38.52	38.11		
2	41.03	41.31	41.20	41.30		
3	38.60	38.22	38.30	38.28		
4	38.41	38.44	38.20	38.66		
5	35.18	35.57	35.52	35.26		
6	35.43	35.63	35.31	35.50		
Order of finish does not agree Judge 1 = 5-6-1-3-4-2 Judge 2 = 5-6-3-1-4-2						

# Timing Judge – Adjusting for Timing System Differences (con't)

Situation 1						
Lane	Pad	Button	Watch 1	Watch 2	Avg. Watch	Official Time
1	38.10	38.35	38.52	38.11	38.31	
2	41.03	41.31	41.20	41.30	41.25	
3	38.60	38.22	38.30	38.28	38.29	
4	38.41	38.44	38.20	38.66	38.43	
5	35.18	35.57	35.52	35.26	35.39	
6	35.43	35.63	35.31	35.50	35.40	
Order of finish does not agree Judge 1 = 5-6-1-3-4-2 Judge 2 = 5-6-3-1-4-2						

# Timing Judge – Adjusting for Timing System Differences (con't)

Situation 1						
Lane	Pad	Button	Watch 1	Watch 2	Avg. Watch	Official Time
1	38.10	38.35	38.52	38.11	38.31	38.10
2	41.03	41.31	41.20	41.30	41.25	41.03
3	38.60	38.22	38.30	38.28	38.29	38.22
4	38.41	38.44	38.20	38.66	38.43	38.41
5	35.18	35.57	35.52	35.26	35.39*	35.18
6	35.43	35.63	35.31	35.50	35.40	35.43
Order of finish does not agree Judge 1 = 5-6-1-3-4-2 Judge 2 = 5-6-3-1-4-2						

# Timing Judge – Adjusting for Timing System Differences (con't)

Situation 2							
	Pad	Button	Watch 1	Watch 2	Avg. Watch	Diff.	Official Time
1	2:17.24	2:17.45	2:19.24	2:19.27	2:19.25		
2	1:56.99	1:57.13	1:59.00	1:59.02	1:59.01		
3	1:57.38	1:57.45	1:59.41	1:59.51	1:59.46		
4	2:13.32	2:13.60	2:15.36	2:15.41	2:15.38		
5	2:13.39	2:13.53	2:15.44	2:15.60	2:15.52		
6	2:23.73	2:23.94	2:25.75	2:25.78	2:25.76		
Order of finish 2-3-4-5-1-6							

# Timing Judge - Adjusting for Timing System Differences (con't)

Situation 2							
	Pad	Button	Watch 1	Watch 2	Avg. Watch	Diff.	Official Time
1	2:17.24	2:17.45	2:19.24	2:19.27	2:19.25	2.01	
2	1:56.99	1:57.13	1:59.00	1:59.02	1:59.01	2.02	
3	1:57.38	1:57.45	1:59.41	1:59.51	1:59.46	2.08	
4	2:13.32	2:13.60	2:15.36	2:15.41	2:15.38	2.06	
5	2:13.39	2:13.53	2:15.44	2:15.60	2:15.52	2.13	
6	2:23.73	2:23.94	2:25.75	2:25.78	2:25.76	2.03	
					12.33/6=2.05		
Order of finish=2-3-4-5-1-6							

# Timing Judge – Adjusting for Timing System Differences (con't)

Situation 2							
	Pad	Button	Watch 1	Watch 2	Avg. Watch	Diff.	Official Time
1	2:17.24	2:17.45	2:19.24	2:19.27	2:19.25	2.01	2:19.29
2	1:56.99	1:57.13	1:59.00	1:59.02	1:59.01	2.02	1:59.04
3	1:57.38	1:57.45	1:59.41	1:59.51	1:59.46	2.08	1:59.43
4	2:13.32	2:13.60	2:15.36	2:15.41	2:15.38	2.06	2:15.37
5	2:13.39	2:13.53	2:15.44	2:15.60	2:15.52	2.13	2:15.44
6	2:23.73	2:23.94	2:25.75	2:25.78	2:25.76	2.03	2:25.78
					12.33/6=2.05		
Order of finish = 2-3-4-5-1-6							

# Timing Judge – Adjusting for Timing System Differences (con't)

Situation 3							
	Pad	Button	Watch 1	Watch 2	Avg. Watch	Diff.	Official Time
1	2:03.13	2:02.91	2:07.96	2:07.81			
2	2:06.41	2:06.18	2:11.22	2:11.31			
3	2:01.02	2:00.80	2:05.87	2:05.82			
4	1:59.44	1:59.46	2:04.40	2:04.27			
5	2:08.15	2:07.04	2:11.90	2:12.01			
6	2:00.06	1:59.91	2:05.00	2:04.56			
Order of finish = 4-6-3-1-2-5							

# Timing Judge – Adjusting for Timing System Differences (con't)

Situation 3							
	Pad	Button	Watch 1	Watch 2	Avg. Watch	Diff.	Official Time
1	2:03.13	2:02.91	2:07.96	2:07.81	2:07.88		
2	2:06.41	2:06.18	2:11.22	2:11.31	2:11.26		
3	2:01.02	2:00.80	2:05.87	2:05.82	2:05.84		
4	1:59.44	1:59.46	2:04.40	2:04.27	2:04.33		
5	2:08.15	2:07.04	2:11.90	2:12.01	2:11.95		
6	2:00.06	1:59.91	2:05.00	2:04.56	2:04.78		
Order of finish1 = 4-6-3-1-2-5							



# Timing Judge – Adjusting for Timing System Differences (con't)

Situation 3							
	Pad	Button	Watch 1	Watch 2	Avg. Watch	Diff.	Official Time
1	2:03.13	2:02.91	2:07.96	2:07.81	2:07.88	4.75	
2	2:06.41	2:06.18	2:11.22	2:11.31	2:11.26	4.85	
3	2:01.02	2:00.80	2:05.87	2:05.82	2:05.84	4.82	
4	1:59.44	1:59.46	2:04.40	2:04.27	2:04.33	4.89	
5	2:08.15	2:07.04	2:11.90	2:12.01	2:11.95	3.45 4.91	
6	2:00.06	1:59.91	2:05.00	2:04.56	2:04.78	4.72	
Order of finish = 4-6-3-1-2-5							

# Timing Judge – Adjusting for Timing System Differences (con't)

Situation 3							
	Pad	Button	Watch 1	Watch 2	Avg. Watch	Diff.	Official Time
1	2:03.13	2:02.91	2:07.96	2:07.81	2:07.88	4.75	
2	2:06.41	2:06.18	2:11.22	2:11.31	2:11.26	4.85	
3	2:01.02	2:00.80	2:05.87	2:05.82	2:05.84	4.82	
4	1:59.44	1:59.46	2:04.40	2:04.27	2:04.33	4.89	
5	2:08.15		2:11.90	2:12.01	2:11.95	3.45	
	2:07.04	2:07.04				4.91	
6	2:00.06	1:59.91	2:05.00	2:04.56	2:04.78	4.72	
Order of finish = 4-6-3-1-2-5							

# Timing Judge – Adjusting for Timing System Differences (con't)

Situation 3							
	Pad	Button	Watch 1	Watch 2	Avg. Watch	Diff.	Official Time
1	2:03.13	2:02.91	2:07.96	2:07.81	2:07.88	4.75	2:07.93
2	2:06.41	2:06.18	2:11.22	2:11.31	2:11.26	4.85	2:11.21
3	2:01.02	2:00.80	2:05.87	2:05.82	2:05.84	4.82	2:05.82
4	1:59.44	1:59.46	2:04.40	2:04.27	2:04.33	4.89	2:04.24
5	<del>2:08.15</del> 2:07.04	2:07.04	2:11.90	2:12.01	2:11.95	---	2:11.84
6	2:00.06	1:59.91	2:05.00	2:04.56	2:04.78	4.72	2:04.86
					24.03/5=4.806		
Order of finish = 4-6-3-1-2-5							

# Timing Judge – Order of Finish

- ▶ Place and ranking by integration of official times, including those adjust within the rules
- ▶ Ties – official times identical to hundredths shall be ties, with swim-offs as required to determine qualifiers or alternates for consolation or final heats
  - Always be certain to notify the referee when preliminary results show ties to determine qualifiers or alternates for bonus, consolation, or final heats (e.g. A, B, C finals)
  - In timed finals, results are reported as a tie with both swimmers receiving the award for that place
- ▶ Judging – Place judging shall be used to change the order of finish produced by the ranking of official times **ONLY IF**:
  - Swimmers competed in same heat
  - Times obtained from automatic timing equipment are not available
  - Both place judges observed different relative order of finish and made a written record of their observation at the conclusion of the heat
    - All judge's decisions (JD) must be indicated in the meet results

# Timing Judge – Disqualifications

- ▶ A swimmer disqualified while swimming an event does not earn an official time. Rather, a DQ is designated on the event results.

# Meet Manager Setup – 6.0

Swim MEET MANAGER - Database: 'C:\swmeets6\test.mdb'

File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates Help

Updated: 4/20/2016 3:07:43 PM

**Meet Set-up**

\* Meet Name : Demo Meet  
\* Facility Name : Facility  
Address :  
Address :  
\* City : My Town  
\* State / Province : NC \* Postal Code : 12345  
\* Country : USA Sanction # :  
Start Date : 05/27/16 End Date : 05/29/16  
Age-Up Date : 05/27/16  
Entry Open Date : 04/20/16 Entry Deadline : 05/16/16

**Meet Type**  
 Standard  
- Divisions -  
 By Event  
 By Team  
 By Entry  
 Flighted  
 Time Standards  
 Div by Time Std

**Meet Style**  
 Standard  
 2 Team Dual  
 3+ Team Dbl Dual

**Course**  
 LC Meters  
 SC Meters  
 Yards

**DQ Codes**  
Custom DQ Code

**Time Adjustment Method**  
 FINA rules  
 USA Swimming rules prior to 1 May 2016

**ID Format**  
 USAS - USA Swimming  
 SNZ - Swimming New Zealand  
 SSA - Swimming South Africa  
 AUS - Australian Swimming  
 BS - British Swimming  
 BCSSA - Canadian League  
 USMS - US Masters  
 Other  
\* Host LSC : NC

**Class**  
 Age Group  
 Senior / Open  
 High School  
 College  
 YMCA  
 Masters  
 Disabled

**Timers Connected to this Computer**  
 One timer  Two timers  
Timer 1 Name : Dive  
Timer 2 Name :  
Scoreboard :  
Default Touch Pads at both ends :

**Base Country** USA  
Altitude in Feet :  
Default Touch Pads at both ends :

Age-Up Athletes OK Cancel Re-Convert Entries

**Pre-Meet Check List**  
 Meet Set-up  
 Events  
 Sessions  
 Records  
 Time Standards  
**Preferences**  
 Athlete Preferences  
 Seeding Preferences  
 Report Preferences  
 Entry Preferences  
 Directory Preferences  
**Other Settings**  
 Scoring Set-up  
 Division / Region Names  
 Entry Fee Surcharges  
 Printer Set-up  
**Interfaces**  
 Timing Set-up

Check off completed tasks  
Hide Check List

ACTIVEHy-Tek  
Licensed To: Queens University of Charlotte  
- Release 6.0CF -

ACTIVEHy-Tek  
R 6.0  
OR SWIMMING  
App - Meet Mobile:  
Google play

Search the web and Windows  
10:09 PM  
4/20/2016

# Meet Manager Setup – 5.0

The screenshot shows the Meet Manager software interface. The 'Preferences' menu is open, and 'Backup Times' is highlighted. The interface includes a menu bar with options like 'Events', 'Athletes', 'Relays', 'Seeding', 'Web', 'Swim-Off', 'Re-Score', 'Combine', 'Reports', 'Labels', 'Preferences', 'Interfaces', 'OW Module', 'Meet Mobile', and 'Help'. The main window displays an 'EVENT LIST - All Events' table with columns for 'Evt #', 'Rnd', 'Status', and 'Event Name'. Below this is a 'MEET MANAGER Licensed to: Queens University of Charlotte' banner. The interface also features a 'Cumulative Splits' table and a 'Team Scores' table. At the bottom, there is a control panel with various shortcuts and a table for 'Heat 1 of 1 == Finals == Event 1 Women 13-14 100 LC Meter Freestyle' with columns for 'Lane', 'Athlete Name', 'Age', 'Team', 'Seed Time', 'Finals Time', 'DQ', 'Exh', 'DQcode', 'Backup 1', 'Backup 2', 'Backup 3', 'HPL', 'PL', 'Pts', and 'AdjStat'.

# Meet Manager Setup – 5.0 (cont)

Run the Meet - Demo Meet

Events Athletes Relays Seeding Web Swim-Off Re-Score Combine Reports Labels Preferences Interfaces OW Module Meet Mobile Help

Enter Results by Lane (Ctrl-E) Display Subtracted Splits

Meet Mobile Disabled HY-TEK's MEET MANAGER Licensed to: Queens University of Charlotte Updated: 4/20/2016 3:07:43 PM

EVENT LIST - All Events - LC Meters - (Session not selected) Cumulative Splits <Ctrl-I: Replace Splits with Records>

Evt #	Rnd	Status	Event Name	Heats	Lane
1	F	Un-Seeded	Women 13-14 100 LC Meter Freestyle		100

Backup Times

Two Backup Buttons or Two Watch Times

- Average and Truncate thousands place ( 45.07, 45.08 = 45.07 )
- Average and Round up to nearest hundredth ( 45.07, 45.08 = 45.08 )
- Use slowest time of the two times

Time Adjustment Using Average Differential Between Pads and Backups

- Use average differential between pads and backups to adjust times (USA Swimming)
- Do not use average differential between pads and backups to adjust times (FINA)

Hide Backup Button 3

CTS Dolphin Backup Mode

Close

Replace Team Scores with Records>

Session : F7 SCR Sheet : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L Re-Rank Prev Event : Ctrl-F4

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S Re-Score Next Event : Ctrl-F5

Heat 1 of 1 == Finals == Event 1 Women 13-14 100 LC Meter Freestyle

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1						<input type="checkbox"/>	<input type="checkbox"/>								
2						<input type="checkbox"/>	<input type="checkbox"/>								
3						<input type="checkbox"/>	<input type="checkbox"/>								
4						<input type="checkbox"/>	<input type="checkbox"/>								
5						<input type="checkbox"/>	<input type="checkbox"/>								
6						<input type="checkbox"/>	<input type="checkbox"/>								
7						<input type="checkbox"/>	<input type="checkbox"/>								
8						<input type="checkbox"/>	<input type="checkbox"/>								

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10:11 PM 4/20/2016



# Splits

## Relay lead-off

When recorded by the automatic timing system, are automatically stored in SWIMS database and may be used as official times. These splits do not need to be requested by the coach or the swimmer. It is up to the meet referee to determine if relay lead-offs should not be uploaded due to timing issues and that information must be communicated with the meet back-up file.

## Initial Distance

Splits from an initial distance of a longer event that is swum in accordance with USA Swimming Rules and Regulations and timed by an automatic timing system will only be recorded in the SWIMS database if requested by the coach or the swimmer. It is preferable that the request be made prior to the event being swum.