

## ADMINISTRATIVE OFFICIAL CLINIC GUIDELINE

### • REQUIREMENTS FOR ALL OFFICIALS

- USA Swimming Non-athlete Membership (provide application)
- Background Check, Level II (through USA website)
- APT (through USA website)
- LSC Requirements

### • PROVIDE THE ADMINISTRATIVE OFFICIAL DESCRIPTION

- Mention brief description of the various Official positions ([See supplemental materials](#))
- **Discuss with Meet Referee or Administrative Referee their preferences in the respective areas and follow their instruction/guidance for the administrative duties.**
- Obtain Meet Information and know it thoroughly
  - Types of meets
    - Dual, Open, Invitational, Time Trial, Championships
- Clerk of Course
  - Scratches from prelims/timed finals [Have a scratch form ready](#)
  - [Attend timers meeting or meet with Head Timer to review timing and manual time recording](#)
  - [Coaches and official credential checks](#)
  - Check in for events (distance, relays, etc.)
  - Organizing/lining up the 8 & under swimmers
  - Parading of finals and/or award presentations

### • MEET MANAGEMENT SOFTWARE ([Meet Manager manual](#) [https://hytek.active.com/user\\_guides\\_html/swmm6/index.html](https://hytek.active.com/user_guides_html/swmm6/index.html))

- Meet Setup in Software
  - Event Order
  - Entry Requirements
  - Timed Finals or Prelim/Final Format
  - Scoring
- Pre-meet Responsibilities
  - Receipt of Entries – may be electronic or paper
  - Positive Check-in (if required and which events) [discuss this with referee; typically 800 and longer distances](#)
  - Seeding
- Timed Finals
  - Example of psyche sheet followed by heat sheet
- Prelim/Final Format
  - Example of psyche sheet followed by heat sheet

- Fast to slow or slow to fast for each event
  - Lane Timer Sheets, Relay Cards, Award Labels
- Review heat sheet
  - Prelims – compare to original psyche sheet, sign-ins (if required) and scratches received
  - Finals – check any scratches after prelims for finals, make sure alternates are listed
- TIMING ADJUSTMENTS (see supplemental materials)
  - Automatic (Primary/Touchpad), Semi-Automatic (Secondary/Buttons or Stopwatches), Manual (Tertiary/Stopwatches)
    - Explain each system and differences
  - Lane malfunction within a Heat (provide examples)
  - Heat malfunction (provide examples)

**Run the Meet - 2015 Nationwide USMS Spring Nationals**

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: HY-TEK Meet Services Updated: 6/17/2015 5:32:14 PM

**EVENT LIST - All Events - Yards - (Session not selected)**

Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DFS
1	F	Scored	Mixed 1650 Yard Freestyle	17	-	2	2	-
3	F	Scored	Mixed 1000 Yard Freestyle	27	-	3	1	-
5	F	Scored	Men 400 Yard IM	15	-	5	3	-
6	F	Scored	Women 400 Yard IM	14	-	3	3	-
7	F	Scored	Men 100 Yard Butterfly	27	1	33	-	-
8	F	Scored	Women 100 Yard Butterfly	19	-	14	-	-
9	F	Scored	Men 200 Yard Freestyle	30	-	11	1	-
10	F	Scored	Women 200 Yard Freestyle	25	-	4	1	-
11	F	Scored	Men 50 Yard Breaststroke	33	-	31	3	-
12	F	Scored	Women 50 Yard Breaststroke	26	-	10	3	-
13	F	Scored	Men 100 Yard Backstroke	25	-	27	3	-
14	F	Scored	Women 100 Yard Backstroke	23	-	21	1	-
15	F	Scored	Men 200 Yard Medley Relay	12	-	8	2	-
16	F	Scored	Women 200 Yard Medley Relay	10	-	5	1	-
17	F	Scored	Mixed 200 Yard Freestyle Relay	18	-	8	3	-
19	F	Seeded	Men 500 Yard Freestyle	22	-	5	1	-
21	F	Seeded	Men 100 Yard IM	44	-	-	-	-
22	F	Seeded	Women 100 Yard IM	37	-	-	-	-

**Cumulative Splits <Ctrl-I: Replace Splits with Records>**

Lane	50	100	150	200
1	39.37	1:24.36	2:11.99	2:59.37
2	36.16	1:18.92	2:06.37	2:54.94
3	35.77	1:13.79	1:53.52	2:32.89
4	32.92	1:09.78	1:47.69	2:25.29
5	34.47	59.50	1:48.59	2:25.87
6	33.98	1:11.66	1:52.10	2:32.77
7	32.98	1:11.49	1:51.77	2:30.80
8	33.49	1:13.23	1:55.13	2:37.35
9	41.80	1:30.29	2:22.23	3:13.45
10	40.10	1:24.46	2:08.70	2:51.86

**Team Scores thru Event 10 <Ctrl-Y: Replace Team Scores with Records>**

Rank	Gender	Score	Club
1	Combined	458	Colorado Masters Swimming
2	Combined	298	The Olympic Club
3	Combined	238	Puget Sound Masters
4	Combined	216	Illinois Masters
5	Combined	191	St Pete Masters Inc
6	Combined	176	Lantern Aquatics

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 7 of 25 == Finals == Event 10 Women 200 Yard Freestyle**

Lane	Athlete Name	Age	Club	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Craggett, Jacquie L	59	Rockwall Aquatics Masters	3:03.00	2:59.37				2:59.12	2:59.37		9	20	0	
2	Marshfield, Ann K	56	O'Hara Masters Swim Club	2:49.58	2:54.94				2:54.88	2:54.98		8	19	0	
3	Hines, Mary Anne	57	Woodlands Masters Swim Team	2:35.16	2:32.89				2:33.04	2:34.22		5	15	0	K g
4	Moore, Dede G	55	Los Angeles Peninsula Swimmer	2:31.50	2:25.29				2:25.40	2:25.24		1	10	1	
5	Kahn, Mary J	55	Davis Aquatic Masters	2:30.85	2:25.87				2:25.77	2:25.70		2	11	0	
6	Corliss, Linda L	55	New Mexico Masters Swimming	2:31.23	2:32.77				2:32.81	2:32.69		4	14	0	
7	Rokich, Karen A	56	Anderson Barracuda Masters	2:32.51	2:30.80				2:30.91	2:30.78		3	13	0	
8	McNamara, Kathleen A	55	University of San Francisco Ma	2:44.43	2:37.35				2:37.02	2:37.11		6	16	0	
9	Moak, Mary N	58	UC45	3:02.01	3:13.45				3:13.19	3:13.41		10	21	0	
10	Schueckler, Leslie	59	Binghamton Univ Masters	3:10.00	2:51.86				2:51.82	2:51.69		7	17	0	

- DISQUALIFICATION
  - DQ slip and how it's entered into software (DQ codes) (initial the white copy after you enter it and keep with event records); if 1+ DQ for the same swimmer enter the first one only



## 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 (1H) \_\_\_\_\_

NON-SIMULTANEOUS (1L) \_\_\_\_\_ NO TOUCH (1K) \_\_\_\_\_

NOT TOWARD THE BREAST OFF WALL (1M) \_\_\_\_\_

HEAD DID NOT BREAK SURFACE BY 15m (1N) \_\_\_\_\_ RE-SUBMERGED (1R) \_\_\_\_\_

OTHER (1T): \_\_\_\_\_

**BACKSTROKE** START \_\_\_\_\_ SWIM \_\_\_\_\_ TURN \_\_\_\_\_ FINISH \_\_\_\_\_

NO TOUCH AT TURN (2I) # \_\_\_\_\_

PAST VERTICAL AT TURN:

DELAY INITIATING ARM PULL (2S) \_\_\_\_\_ DELAY INITIATING TURN (2T) \_\_\_\_\_

MULTIPLE STROKES (2U) \_\_\_\_\_

TOES OVER LIP OF GUTTER AFTER THE START (2P) \_\_\_\_\_

HEAD DID NOT BREAK SURFACE BY 15m (2N) \_\_\_\_\_ RE-SUBMERGED (2R) \_\_\_\_\_

NOT ON BACK OFF WALL (2K) \_\_\_\_\_

SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2L) \_\_\_\_\_

OTHER (2T): \_\_\_\_\_

**BREASTSTROKE** START \_\_\_\_\_ SWIM \_\_\_\_\_ TURN \_\_\_\_\_ FINISH \_\_\_\_\_

KICK: ALTERNATING (3A) \_\_\_\_\_ BUTTERFLY (3C) \_\_\_\_\_ SCISSORS (3D) \_\_\_\_\_

ARMS: PAST HORIZONTAL (3E) \_\_\_\_\_ NON-SIMULTANEOUS (3F) \_\_\_\_\_

TWO STROKES UNDER (3G) \_\_\_\_\_ NOT IN SAME HORIZONTAL PLANE (3H) \_\_\_\_\_

ELBOWS RECOVERED OVER WATER (3I) \_\_\_\_\_

TOUCH: ONE HAND (3J) \_\_\_\_\_ NOT SEPARATED (3N) \_\_\_\_\_

NON-SIMULTANEOUS (3L) \_\_\_\_\_ NO TOUCH (3K) \_\_\_\_\_

NOT TOWARD THE BREAST OFF WALL (3M) \_\_\_\_\_

CYCLE: KICK BEFORE PULL (3Q) \_\_\_\_\_ HEAD NOT UP (3P) \_\_\_\_\_

DOUBLE PULLS/KICKS (3S) \_\_\_\_\_

OTHER (3T): \_\_\_\_\_

### **FREESTYLE**

NO TOUCH AT TURN (4K) # \_\_\_\_\_

HEAD DID NOT BREAK SURFACE BY 15m (4N) \_\_\_\_\_ RE-SUBMERGED (4C) \_\_\_\_\_

### **INDIVIDUAL MEDLEY**

STROKE INFRACTION(S) # \_\_\_\_\_ OUT OF SEQUENCE (5P) \_\_\_\_\_

FOURTH DISTANCE SWUM IN STYLE OF PREVIOUS STROKE \_\_\_\_\_

### **RELAYS**

STROKE INFRACTION: (61-64) # \_\_\_\_\_ SWIMMER # \_\_\_\_\_

EARLY TAKE OFF SWIMMER (66-68) # \_\_\_\_\_

CHANGED ORDER (6P): SWIMMER \_\_\_\_\_ STROKE \_\_\_\_\_

OTHER (6T): \_\_\_\_\_

### **MISCELLANEOUS**

FALSE START (7O) \_\_\_\_\_ DECLARED FALSE START (7P) \_\_\_\_\_

DID NOT FINISH (7C) \_\_\_\_\_ DELAY OF MEET (7R) \_\_\_\_\_

OTHER (7S-2): \_\_\_\_\_

JUDGE: \_\_\_\_\_

(print name clearly)

REFEREE: \_\_\_\_\_

(print name clearly)

NOTIFIED: \_\_\_\_\_ SWIMMER \_\_\_\_\_ COACH \_\_\_\_\_

rev. (7/19)

DESK/REFEREE

- VERIFY EVENT RESULTS – before sending to Announcer
  - Confirm times were adjusted if necessary (*Heat by heat*)
  - DQs (*Total in the event*)
  - No Shows/DFS/Missing Swimmers (*heat by heat*)
  - Check scoring – make sure it's scoring per meet information.
  - Results (*Check for anomalies, number of swimmers entered and number of swimmers in the results report*)
    - Announced, Posted, Live Results, Website Posting (*MeetMobile if not automatic*)
  - Prelim/Finals
    - ALWAYS obtain approval from Meet Referee or Admin Referee before publishing or posting any documents
    - 30 minute scratch rule (once announced) and Intent to Scratch
      - Location for athlete/coach to do this
      - Announcing of any scratches or final participants once 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 the paperwork and results are accurate!!***

***Have fun!!***

## Quick Guide to the USA Swimming Timing Adjustment Rule Change as of May 1, 2016

The new USA Swimming rule change in 102.24.4B involving a possible **Lane Malfunction** in the electronic timing system eliminates the need for complicated calculations by the Administrative Referee, Administrative Official, or Scoring Operator. However, due diligence to provide the swimmer with the most accurate time available is still of paramount importance. These considerations should be followed:

- Is the primary time invalid?
- Is the use of the backup time appropriate?
- Should a button or watch backup time be used, and which is the most accurate?
- When there is a **HEAT MALFUNCTION** the differential calculations as required in 102.24.4E are still appropriate.
- Remember:

### PROVE THE PAD TIME IS INCORRECT!

**USA Swimming Rule 102.24.4A:** Automatic Timing – When recorded by properly operating automatic equipment, the pad time shall be the official time. To do this, the Admin Official *must*

### INVESTIGATE

#### Evidence Needed:

- Button and Watch Times *AND* Order(s) of Finish (OOF)

#### Ask Questions:

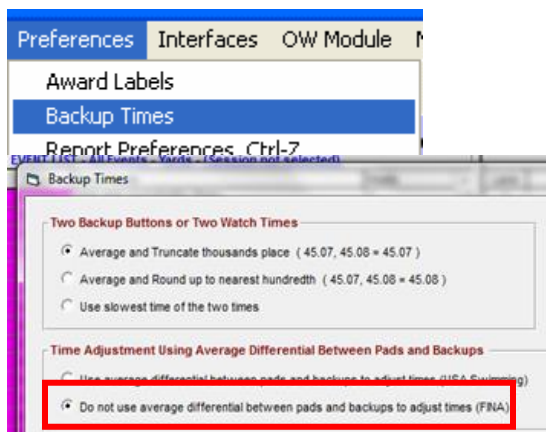
- Timers: Accurate buttons and watches; swimmer soft or missed pad touch
- OOF Judges: Accurate order
- Both: Anything peculiar about this situation

### *What is your proof the pad time is not accurate?*

- What is the watch time? Does the watch time support the pad or the button? Was the same Timer using both the watch and button in consideration, therefore it's likely both times will agree?
- What is the order of finish? Does it support the pad or button times?
- Are there two watches/buttons? Was there a separate Timer operating each watch and button (two people – remember USAS Rule 102.17.3)? Are you confident in the Timers?
- Did the Timer report a late or soft touch that would have prevented the pad from getting an official time?

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

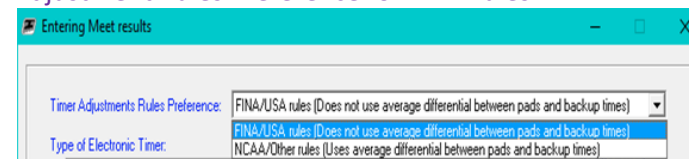
**MM 4.0 & MM 5.0** Preferences  
on the Run Menu



**MM 6.0** on the Setup Screen



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



Next, consider the different types of times being received and which ones are most accurate for each swimmer.

Heat 7 of 7 == Preliminaries == Event 13 Women												
Lane	Seed Time	Prelims Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	AdjStat	
1	1:02.72		<input type="checkbox"/>	<input type="checkbox"/>		1:03.90	1:04.04	1:04.04			?	y
2	1:01.83	NS	<input type="checkbox"/>	<input type="checkbox"/>								
3	1:00.61	1:04.23	<input type="checkbox"/>	<input type="checkbox"/>		1:04.16	1:03.98	1:03.98	3	16		
4	59.05		<input type="checkbox"/>	<input type="checkbox"/>			1:01.90	1:01.82			?	y
5	1:00.03	1:00.67	<input type="checkbox"/>	<input type="checkbox"/>		59.20	1:00.64		1	1	?	g
6	1:01.04		<input type="checkbox"/>	<input type="checkbox"/>		1:02.36	1:02.38	1:02.28			?	y
7	1:02.39	1:03.32	<input type="checkbox"/>	<input type="checkbox"/>		1:03.40	1:03.24	1:03.24	2	10		
8	1:03.25		<input type="checkbox"/>	<input type="checkbox"/>			1:04.87				?	y

In each of these scenarios the pad time is missing or perhaps deemed inaccurate. Using the Timing Adjustment Rules\* effective May 1, 2016 this is how to solve the missing pad times for the following lanes:

**Lane 1:** Two of the three buttons agree (1:04.04). That shall be the official time 102.24.4B(1)

**Lane 2:** Verify the lane was empty and warrants a No Show

**Lanes 3 & 7:** There were no reasons to suspect a pad malfunction in these lanes; therefore the pad time is official

**Lane 4:** Only two valid button times are available, thus the official time shall be 1:01.86, which is the average of the two buttons. 102.24.4B(3)

**Lane 5:** Backup Button 2 supports the pad time, as does the Order of Finish. Two of the three Timers admitted operational errors. The pad time was ruled as the official time.

**Lane 6:** Three backup buttons disagree; therefore the valid time will be 1:02.36, which is the middle of the three buttons. 102.24.4B(2)



**Lane 8:** Only one backup button time is available. That time is supported by Order of Finish and became the official time for that lane. 102.24.4B(4)

\*Watch time(s) can be used in place of button and pad times as a swimmer's official time when both the button and pad are deemed inaccurate or are missing. Thorough investigation using Timer and OOF information must prove a watch time to be accurate before inserting the watch time into the computer scoring system.

Use the **Calc Screen** in each of the scoring software programs to automatically make the adjustments. Uncheck the lanes that DO NOT require adjustment from the pad time.

Time Adjustment - #13 Women 100 LC Meter Backstroke - Heat 7

Create Report

  ☐ Show Heat Malfunction

Lane Adjustment Using Backup Times

Use	Lane	Primary	Button 1	Button 2	Button 3	Button Calc		Adjusted	
<input checked="" type="checkbox"/>	1		1:03.90	1:04.04	1:04.04	1:04.04	y	1:04.04	
<input type="checkbox"/>	2	NS						NS	
<input type="checkbox"/>	3	1:04.23	1:04.16	1:03.98	1:03.98			1:04.23	
<input checked="" type="checkbox"/>	4			1:01.90	1:01.82	1:01.86	y	1:01.86	
<input type="checkbox"/>	5	1:00.67	59.20	1:00.64				1:00.67	
<input checked="" type="checkbox"/>	6		1:02.36	1:02.38	1:02.28	1:02.36	y	1:02.36	
<input type="checkbox"/>	7	1:03.32	1:03.40	1:03.24	1:03.24			1:03.32	
<input checked="" type="checkbox"/>	8			1:04.87		1:04.87	y	1:04.87	

If the button(s), watch(es) and/or OOF support the pad time there is nothing more that needs to be done, other than clearing the "?" in the AdjStat column in MM 5.0 and MM 6.0\*\*

\*\* Click on the "?" and it will automatically change to a "K" for OK – you have verified the primary time for that lane is now accurate.

DAKTRONICS  
OMNISPORT 2000  
START AT 13:35:31.397  
DATE: 10-06-12  
SOURCE: EXTERNAL

## DAKTRONIKCS OMNISPORT 2000 \*\*

### TIMING SLIP EXAMPLES

P L RACE:881  
L E EVENT:053  
L N HEAT/R:02 F  
A A G LENGTH:08  
C N T  
E E H -TIME-

4	2	29.18
5	2	30.26
3	2	32.12
2	2	35.14
6	2	36.48
7	2	36.75
1	2	37.94
8	2	39.06
4	4	1:02.65
5	4	1:03.56
3	4	1:08.92
2	4	1:15.60
7	4	1:18.67
6	4	1:19.37
1	4	1:21.44
8	4	1:24.49
4	6	1:37.04
5	6	1:39.01
3	6	1:46.78
2	6	1:57.82
7	6	2:01.19
6	6	2:03.16
1	6	2:06.70
4	8	2:11.26
5	8	2:11.42
8	6	2:11.60
3	8	2:24.27
2	8	2:38.52
7	8	2:42.62
6	8	2:46.24
1	8	2:49.46
8	8	2:56.24

#### Example 1

This is an example of a “clean” heat. There were no timing malfunctions, soft touches, no touches, etc. This particular race was a 200 Y Freestyle, which cannot be determined from the timing slip.

Top of tape is a recording of the race as it progresses.

- Race # - always can retrieve by race #
- Event #
- Heat #
- F or P (final or prelim)
- Length of race – in this case 8 lengths or a 200
- Splits by lane and length
  - This can help in determining if a swimmer missed a touch and the final touch was actually recorded based on subtractive splits.

Bottom of tape summarizes the race.

DAKTRONICS  
OMNISPORT 2000  
START AT 13:35:31.397  
DATE: 10-06-12  
SOURCE: EXTERNAL

P L RACE:881  
L E EVENT:053  
L N HEAT/R:02 F  
A A G LENGTH:08  
C N T  
E E H -RESULTS-

7	1	8	2:49.46
		BK	2:49.65
		B1	2:49.72
		B2	2:49.58
4	2	8	2:38.52
		BK	2:38.60
		B1	2:38.60
		B2	2:38.60
3	3	8	2:24.27
		BK	2:24.45
		B1	2:24.46
		B2	2:24.44
1	4	8	2:11.26
		BK	2:11.41
		B1	2:11.37
		B2	2:11.44
2	5	8	2:11.42
		BK	2:11.54
		B1	2:11.52
		B2	2:11.55
6	6	8	2:46.24
		BK	2:46.37
		B1	2:46.41
		B2	2:46.33
5	7	8	2:42.62
		BK	2:42.80
		B1	2:42.76
		B2	2:42.84
8	8	8	2:56.24
		BK	2:56.37

- Repeats race, event, heat, prelim/final, length
- Place
- Lane
- Top number is pad time across from lengths
- This system uses 2 backup times. Top one is average of two backup buttons (BK) followed by each individual backup button.
  - **Lane 8 buttons were cutoff in scanning– they were: 2:56.32,2:56.42**

\*\*Colorado timing systems record the same type of information on a chatter sheet, which can be printed at the end of each race. The format is slightly different, but all of the information is available.



DAKTRONICS  
OMNISPORT 2000  
START AT 13:31:42.769  
DATE: 10-06-12  
SOURCE: EXTERNAL

P L RACE:880  
E E EVENT:053  
L L N HEAT/R:01 F  
A A G LENGTH:08  
C N T  
E E H -TIME-

1 LANE OFF  
7 LANE OFF  
8 LANE OFF  
3 2 33.91  
4 2 42.90  
6 2 43.78  
5 2 44.68  
2 2 46.42  
3 4 1:13.42  
4 4 1:32.89  
5 4 1:34.61  
6 4 1:35.16  
2 4 1:46.83 +  
3 6 1:53.99  
4 6 2:23.60  
6 6 2:24.54  
5 6 2:24.60  
3 8 2:34.22  
2 6 2:42.62  
5 8 3:10.81  
6 8 3:11.18  
2 8 3:36.34  
4 8 3:37.31

DAKTRONICS  
OMNISPORT 2000  
START AT 13:31:42.769  
DATE: 10-06-12  
SOURCE: EXTERNAL

P L RACE:880  
E E EVENT:053  
L L N HEAT/R:01 F  
A A G LENGTH:08  
C N T  
E E H -RESULTS-

4 2 8 3:36.34  
BK 3:36.59  
B1 3:36.82  
B2 3:36.35  
1 3 8 \* 2:34.22  
5 4 8 \* 3:37.31  
BK 3:10.11  
B1 3:10.09  
B2 3:10.12  
2 5 8 3:10.81  
BK 3:10.91  
B1 3:10.90  
B2 3:10.91  
3 6 8 3:11.18  
BK 3:11.26  
B1 3:11.27  
B2 3:11.25

5-4

## Example 2

This was a 200 Y Freestyle event. This example shows the importance of having an order of finish judge and a good timing operator who notes finishes on their heat sheets. Timers are also to note soft or no touches on finishes.

Top of tape:

- Lane 2 missed a touch and the timing operator manually armed the pad. This is denoted by the +

Bottom of tape:

- Lane 3 has a pad time but no backup button times. In addition the timers did not get watch times.
  - However the timing operator and order of finish judge confirmed there was a swimmer.
  - Order of finish – 34562- confirmed the swimmers place. This was noted on the order of finish judge's heat sheet, and checked by the timing judge.
  - Splits also indicate that the time was accurate (33.91, 1:13.42(39.50), 1:53.99(40.57), 2:34.22(40.23))
  - Pad time was the most automated and ONLY time available.
- Lane 4 pad time was 27 seconds slower than the backup buttons, and thus the Daktronics flagged the time. Times are set on this system to flag at greater than 0.3.
  - Timing operator noted a soft touch in lane 4. This was noted on the bottom of the tape by the timing judge, after communicating with the timing operator.
  - Order of Finish – 34562 – confirms lane 4 finished before lane 5. Therefore, the backup times were taken and corrected (by Meet Manager).
    - If lane 4 was not corrected they would have finished behind lane 6, which we knew was incorrect. The order of finish was confirming the need for using the backup not changing the order. Changing order of finish requires 2 judges noting a different order and non-functioning timing equipment.



DAKTRONICS  
OMNISPORT 2000  
START AT 13:38:44.695  
DATE: 10-06-12  
SOURCE: EXTERNAL

P L RACE:882  
L E EVENT:054  
L L N HEAT/R:01 F  
A A G LENGTH:08  
C N T  
E E H -TIME-

1 LANE OFF  
2 LANE OFF  
8 LANE OFF  
7 LANE OFF  
4 2 36.78  
3 2 40.17  
6 2 40.90  
5 2 43.48  
4 4 1:18.94  
3 4 1:24.47  
6 4 1:31.88  
5 4 1:39.63 +  
4 6 2:03.17  
3 6 2:10.30  
6 6 2:20.98  
5 6 2:30.96  
4 8 2:43.58  
6 8 3:11.04  
5 8 3:21.37

### Example 3

This was a 200 Y Freestyle event. This example discusses using lengths to identify errors in timing.

Top of tape:

- Lane 5 missed the touch at the 100 (4 lengths). The + indicates the pad was manually armed for the next length.

Bottom of tape:

- Lane 3 is showing they only completed 6 lengths.
  - Splits indicate that the pad was not set off on the last length.
  - Timing judge indicated a soft touch.
  - Order of finish – 4365 – confirms use of backup.
    - Lane 3 finished after lane 4.

DAKTRONICS  
OMNISPORT 2000  
START AT 13:38:44.695  
DATE: 10-06-12  
SOURCE: EXTERNAL

P L RACE:882  
L E EVENT:054  
L L N HEAT/R:01 F  
A A G LENGTH:08  
C N T  
E E H -RESULTS-

3 6 \* 2:10.30  
BK 2:53.92  
B1 2:53.88  
B2 2:53.95  
1 4 8 2:43.58  
BK 2:43.73  
B1 2:43.75  
B2 2:43.70  
3 5 8 3:21.37  
BK 3:21.46  
B1 3:21.41  
B2 3:21.51  
2 6 8 3:11.04  
BK 3:11.30  
B1 3:11.28  
B2 3:11.32

ST 3

P	L	L	E	RACE:883
L	A	N	E	EVENT:054
A	A	G	N	HEAT/R:02 F
C	N	T	G	LENGTH:08
E	E	H		
				-TIME-
4	2			30.41
6	2			32.32
5	2			32.48
2	2			34.17
3	2			34.19
7	2			36.26
8	2			36.46
1	2			38.73
4	4			1:05.15
6	4			1:08.17
5	4			1:08.91
2	4			1:11.95
3	4			1:13.95
7	4			1:17.46
8	4			1:19.50
1	4			1:21.78
4	6			1:40.42
5	6			1:44.67
6	6			1:44.89
2	6			1:49.32
3	6			1:53.16
7	6			1:59.24
8	6			2:04.16
1	6			2:07.10
5	8			2:17.15
6	8			2:17.29
4	8			2:23.71
2	8			2:24.08
3	8			2:30.70
7	8			2:39.45
8	8			2:46.11
1	8			2:49.49

#### Example 4

This was a 200 Y Freestyle event, where a pad time was faster than backup buttons. Also, the order of finish judge noted they could not determine the order of 2 lanes.

Top of tape:

- No discrepancies.

Bottom of tape:

- Lane 1 pad time was faster than backup times and flagged because the average backup and one of the backup times were not within 0.3sec.
  - Pad time was confirmed by one backup time 2:49.71.
  - *No reason to change.*
- Lane 4 was flagged.
  - Timing judge noted a soft touch.
  - Order of finish is a double check and confirms - 4<sup>65</sup>23781.
    - Backup was taken and corrected.
- Order of finish judge noted lane 4 came in first but also showed that they were unsure if lane 6 or 5 came in next by circling the numbers. They may indicate this in other manners as well, i.e. ? If there is a large gap in their recorded order, in which they are unsure, they may indicate with a line between numbers, i.e. 4\_\_\_\_3781.

DAKTRONICS  
OMNISPORT 2888  
START AT 13:42:19.854  
DATE: 10-06-12  
SOURCE: EXTERNAL

P	L	L	E	RACE:883
L	A	N	E	EVENT:054
A	A	G	N	HEAT/R:02 F
C	N	T	G	LENGTH:08
E	E	H		
				-RESULTS-
8	1	8	*	2:49.49
		BK		2:49.80
		B1		2:49.89
		B2		2:49.71
4	2	8		2:24.08
		BK		2:24.21
		B1		2:24.16
		B2		2:24.26
5	3	8		2:30.70
		BK		2:30.80
		B1		2:30.81
		B2		2:30.78
3	4	8	*	2:23.71
		BK		2:11.32
		B1		2:11.30
		B2		2:11.33
1	5	8		2:17.15
		BK		2:17.27
		B1		2:17.26
		B2		2:17.27
2	6	8		2:17.29
		BK		2:17.44
		B1		2:17.46
		B2		2:17.41
6	7	8		2:39.45
		BK		2:39.66
		B1		2:39.65
		B2		2:39.66
7	8	8		2:46.11
		BK		2:46.25
		B1		2:46.22
		B2		2:46.27

ST 4

DAKTRONICS  
OMNISPORT 2000  
START AT 12:14:26.859  
DATE: 10-06-12  
SOURCE: EXTERNAL

P	L	RACE:850
L	E	EVENT:037
A	N	HEAT/R:02 F
C	G	LENGTH:02
E	T	
E	H	-TIME-
4	2	32.35
6	2	32.78
5	2	33.17
7	2	33.48
1	2	33.59
3	2	34.17
8	2	35.78
2	2	36.97

DAKTRONICS  
OMNISPORT 2000  
START AT 12:14:26.859  
DATE: 10-06-12  
SOURCE: EXTERNAL

P	L	RACE:850
L	E	EVENT:037
A	N	HEAT/R:02 F
C	G	LENGTH:02
E	T	
E	H	-RESULTS-
5	1	2 33.59
		BK 33.60
		B1 33.61
		B2 33.59
8	2	2 * 36.97
		BK 36.55
		B1 36.55
		B2 36.54
6	3	2 34.17
		BK 34.23
		B1 34.25
		B2 34.21
1	4	2 32.35
		BK 32.49
		B1 32.48
		B2 32.49
3	5	2 33.17
		BK 33.26
		B1 33.24
		B2 33.27
2	6	2 32.78
		BK 32.86
		B1 32.84
		B2 32.87
4	7	2 33.48
		BK 33.49
		B1 33.50
		B2 33.47
7	8	2 35.78
		BK 35.76
		B1 35.74
		B2 35.78

## Example 5

This was a 50 Y Freestyle event, where based on all of the information no change was made, even though a lane was flagged.

Top of tape:

- No discrepancies.

Bottom of tape:

- Lane 2 pad time was slower than backup times and flagged because the average backup and backup times were not within 0.3sec.
  - No soft touch was noted by timing operator or timers.
  - Order of finish judge recorded 4657128.
    - Although lane 2 was recorded to finish before lane 8, automated times were available, and backup times on lane 2 would not change that order. In addition, only one order of finish judge was available and was positioned closer to lane 2 than lane 8.
  - This was not a backstroke event or butterfly event where swimmers are more likely to not set the pad off due to how they touch, i.e. top of the pad.
  - This was an 11-12 year old event and swimmers at this age are generally hitting the pad hard.
  - *There was no evidence that a change needed to be made to the pad time, and thus it was not changed.*

DAKTRONICS  
OMNISPORT 2000  
START AT 12:12:54.285  
DATE: 10-06-12  
SOURCE: EXTERNAL

## Example 6

This was a 50 Y Freestyle event, with missing pad times and soft touches.

P	L	RACE: 849
L	L	E
A	A	EVENT: 037
C	N	HEAT/R: 01 F
E	E	LENGTH: 02
-TIME-		
6	2	34.45
4	2	34.68
5	2	42.36
3	2	47.23
2	2	47.72

Top of tape:

- No discrepancies

Bottom of tape:

DAKTRONICS  
OMNISPORT 2000  
START AT 12:12:54.285  
DATE: 10-06-12  
SOURCE: EXTERNAL

P	L	RACE: 849
L	L	E
A	A	EVENT: 037
C	N	HEAT/R: 01 F
E	E	LENGTH: 02
-RESULTS-		
1	0	
	BK	42.36
	B1	42.30
	B2	42.41
5	2	* 47.72
	BK	38.70
	B1	38.61
	B2	38.79
4	3	47.23
	BK	47.36
	B1	47.38
	B2	47.34
2	4	34.68
	BK	34.80
	B1	34.80
	B2	34.79
3	5	* 42.36
	BK	41.69
	B1	41.67
	B2	41.71
1	6	34.45
	BK	34.50
	B1	34.47
	B2	34.53
7	0	
	BK	50.25
	B1	50.21
	B2	50.29

ST 1, 2, 5, 7

- Lanes 1 and 7 have no recorded pad time. This is indicated by the 0 in the length column, and lack of time above the average backup button.
  - Need to take the most automated times, which would be the corrected backup times.
  - Timing operator did note soft touches for these lanes.
  - Order of finish – 6425137 – confirms lane 7 is last, and puts lane 1 after lane 5, since a soft touch was also noted in lane 5.
- Lane 2 pad time was 10 seconds off of backup time.
  - Common sense indicates something is wrong. In this case timing judge and order of finish assist in confirming. The likely scenario was the swimmer set off the pad climbing out of the pool. Since it was the first heat, the swimmer may be less experienced, even though it was a forward finishing stroke and older age range. However, if this information was not available then confirming with timers how the swimmer touched the wall, or if they accidentally stepped on the pad if it was a gutterless pool could give additional insight into the discrepancy, and validation for a change.
  - Note timers' times were not consulted since they would have been similar to the backup times, as they are the same operators.
- Lane 5 soft touch indicated and confirmed by timing operator and order of finish.

DAKTRONICS  
 OMNISPORT 2000  
 START AT 12:07:53.181  
 DATE: 10-06-12  
 SOURCE: EXTERNAL

### Example 7

This was a 50 Y Freestyle event, with an odd time.

Top of tape:

- No discrepancies, except an odd looking time.

Bottom of tape:

- Lane 2 pad is much faster than backups.
  - Common sense says this is not a reasonable pad time for a 9-10 year old boy.
  - Order of finish – 543 - supports change and use of backup.

P L RACE:846  
 L E EVENT:036  
 L L N HEAT/R:01 F  
 A A G LENGTH:02  
 C N T  
 E E H -TIME-

1 LANE OFF  
 2 LANE OFF  
 6 LANE OFF  
 7 LANE OFF  
 8 LANE OFF  
 4 2 19.15  
 5 2 40.77  
 3 2 1:10.82

DAKTRONICS  
 OMNISPORT 2000  
 START AT 12:07:53.181  
 DATE: 10-06-12  
 SOURCE: EXTERNAL

P L RACE:846  
 L E EVENT:036  
 L L N HEAT/R:01 F  
 A A G LENGTH:02  
 C N T  
 E E H -RESULTS-

3 3 2 1:10.82  
 BK 1:10.85  
 B1 1:10.79  
 B2 1:10.91  
 1 4 2 \* 19.15  
 BK 55.58  
 B1 55.53  
 B2 55.62  
 2 5 2 40.77  
 BK 41.00  
 B1 40.94  
 B2 41.05

## Example 8

This is an example of what the computer operator would see in the Calc screen. Note the pad time, backup times, and Button Calc (average for 2 buttons or middle if 3 were used). In this scenario, no adjustments were needed. This screen also shows the difference between the automated pad time and the average backup times as an average of -0.15 for this heat.

Time Adjustment - #53 Girls 11-12 200 Yard Freestyle - Heat 2

Use	Lane	Primary	Button 1	Button 2	Button 3	ButtonCalc	Difference	Adjusted
Yes	1	2:49.46	2:49.72	2:49.58		2:49.65	-0.19	2:49.46
Yes	2	2:38.52	2:38.60	2:38.60		2:38.60	-0.08	2:38.52
Yes	3	2:24.27	2:24.46	2:24.44		2:24.45	-0.18	2:24.27
Yes	4	2:11.26	2:11.37	2:11.44		2:11.41	-0.15	2:11.26
Yes	5	2:11.42	2:11.52	2:11.55		2:11.54	-0.12	2:11.42
Yes	6	2:46.24	2:46.41	2:46.33		2:46.37	-0.13	2:46.24
Yes	7	2:42.62	2:42.76	2:42.84		2:42.80	-0.18	2:42.62
Yes	8	2:56.24	2:56.32	2:56.42		2:56.37	-0.13	2:56.24

Pad and Backup Differentials: Total = -1.16 and Average = -0.15.

## Example 9

In this example, lane 1 had no backup times, so it would not be used for corrections of a backup time to pad time. Lane 3, the backup times are more than 0.3 faster than the pad time. In the actual scenario, there was no supporting evidence to change this time, so the box where it says use would remain unchecked, and the adjustment rejected.

If a soft touch or order of finish had been confirmed then there would be a need to change lane 3. Note the correction to the average backup (Button Calc) would have been -0.12. This is the sum of the differences in the other lanes, divided by the number of lanes used. Signs can change, so always be aware of how the difference is being calculated.

Time Adjustment - #58 Boys 13-14 100 Yard Freestyle - Heat 1

Use	Lane	Primary	Button 1	Button 2	Button 3	ButtonCalc	Difference	Adjusted
No	1	1:24.36					0	1:24.36
Yes	2	1:20.07	1:20.14	1:20.19		1:20.17	-0.10	1:20.07
Yes	3	1:09.30	1:08.91	1:08.91		1:08.91	0.39	1:08.79
Yes	4	1:05.29	1:05.35	1:05.31		1:05.33	-0.04	1:05.29
Yes	5	1:05.79	1:06.02	1:05.94		1:05.98	-0.19	1:05.79
Yes	6	1:13.24	1:13.28	1:13.43		1:13.36	-0.12	1:13.24
Yes	7	1:10.85	1:10.95	1:11.04		1:11.00	-0.15	1:10.85
No	8							

Pad and Backup Differentials: Total = -0.6 and Average = -0.12.



## Example 10

If care is used you may also use the heat malfunction button in MM to determine a correction factor between average watch times and pads. Watch times are only used as a last resort and are always corrected.

Using the information from Event 53 heat 2, race 881, *if there were no automated times available in Lane 3*, the following shows the correction procedure to watch times. MM will also be used to assist in determining the correction factor between pads and watch times.

First step is to gather and average watch times from the heat, or a close heat, or even 2-3 heats. Timers become more consistent during the meet, and thus the correction factor should not vary greatly during the session.

LANE	Watch Time 1	Watch Time 2	$\Delta$	$\Delta / 2$	Average Watch Time
1	2:49.75	2:49.12	.63	.31	2:49.43
2	2:38.83	2:38.80	.03	.01	2:38.81
3**	2:24.64	2:24.68	.04	.02	2:24.66
4	2:11.69	2:11.53	.16	.08	2:11.61
5	2:11.56	2:11.72	.16	.08	2:11.64
6	2:46.53	2:46.44	.09	.04	2:46.48
7	2:42.78	2:43.10	.16	.08	2:42.94
8	2:56.46	2:56.59	.13	.06	2:56.52

\*\*to be corrected

A few notes:

- $\Delta$  is the difference of the watch times.
- $\Delta / 2$  is the TRUNCATED half of the watch times. Truncation at the hundredths place.
- The truncated portion is added to the faster watch time to determine the average watch time.
- The other option is to just average and truncate. However the above method is easier when calculating times.

The next step is to “cheat” in MM using the heat malfunction. In the run screen, the computer operator should open the event and heat, open the Calc screen and check Heat Malfunction box.

Time Adjustment - #53 Girls 11-12 200 Yard Freestyle - Heat 2

Use	Lane	Primary	Watch	Difference	Adjusted
===	====	=====	=====	=====	=====
Yes	1	2:49.46	2:49.43	-0.03	2:49.70
Yes	2	2:38.52	2:38.81	0.29	2:38.76
No	3		2:24.66	0	
Yes	4	2:11.26	2:11.61	0.35	2:11.50
Yes	5	2:11.42	2:11.64	0.22	2:11.66
Yes	6	2:46.24	2:46.48	0.24	2:46.48
Yes	7	2:42.62	2:42.94	0.32	2:42.86
Yes	8	2:56.24	2:56.52	0.28	2:56.48

Pad and Watch Differentials: Total = 1.67 and Average = 0.24

A few items of interest:

- Lane 3 is the one being corrected.
- The watch times are slower than the pad times. The calc is  $\text{Watch-Pad} = \text{Correction}$ , so to correct a watch to pad time, it should be rewritten as  $\text{Watch-Correction} = \text{Pad}$ . Note the sign can change depending on the correction factor.
- Timers were consistent with the exception of lanes 4 & 7. If after further review, possibly other heats, these are outliers, then they may be removed from the correction.
- Final official time for Lane 3 =  $2:24.66 - .24 = 2:24.42$
- Order of finish – 45327618 – confirms proper placement
- The time of 2:24.42 would be typed in to the Lane 3 on the runs screen and taken as the official time.

## ORDER OF FINISH

Session:

Event No:

Event Name:

Heat	Order of Finish	Heat	Order of Finish
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

## Scratch Form

Name: \_\_\_\_\_

Team: \_\_\_\_\_ LSC: \_\_\_\_\_

Event # \_\_\_\_\_ ☐ Prelims ☐ FINALS

☐ F ☐ M, Stroke: \_\_\_\_\_, Length: \_\_\_\_\_

Signed: \_\_\_\_\_

## Scratch Form

Name: \_\_\_\_\_

Team: \_\_\_\_\_ LSC: \_\_\_\_\_

Event # \_\_\_\_\_ ☐ Prelims ☐ FINALS

☐ F ☐ M, Stroke: \_\_\_\_\_, Length: \_\_\_\_\_

Signed: \_\_\_\_\_

## Scratch Form

Name: \_\_\_\_\_

Team: \_\_\_\_\_ LSC: \_\_\_\_\_

Event # \_\_\_\_\_ ☐ Prelims ☐ FINALS

☐ F ☐ M, Stroke: \_\_\_\_\_, Length: \_\_\_\_\_

Signed: \_\_\_\_\_

## Scratch Form

Name: \_\_\_\_\_

Team: \_\_\_\_\_ LSC: \_\_\_\_\_

Event # \_\_\_\_\_ ☐ Prelims ☐ FINALS

☐ F ☐ M, Stroke: \_\_\_\_\_, Length: \_\_\_\_\_

Signed: \_\_\_\_\_

## Scratch Form

Name: \_\_\_\_\_

Team: \_\_\_\_\_ LSC: \_\_\_\_\_

Event # \_\_\_\_\_ ☐ Prelims ☐ FINALS

☐ F ☐ M, Stroke: \_\_\_\_\_, Length: \_\_\_\_\_

Signed: \_\_\_\_\_

## Scratch Form

Name: \_\_\_\_\_

Team: \_\_\_\_\_ LSC: \_\_\_\_\_

Event # \_\_\_\_\_ ☐ Prelims ☐ FINALS

☐ F ☐ M, Stroke: \_\_\_\_\_, Length: \_\_\_\_\_

Signed: \_\_\_\_\_

## Scratch Form

Name: \_\_\_\_\_

Team: \_\_\_\_\_ LSC: \_\_\_\_\_

Event # \_\_\_\_\_ ☐ Prelims ☐ FINALS

☐ F ☐ M, Stroke: \_\_\_\_\_, Length: \_\_\_\_\_

Signed: \_\_\_\_\_

## Scratch Form

Name: \_\_\_\_\_

Team: \_\_\_\_\_ LSC: \_\_\_\_\_

Event # \_\_\_\_\_ ☐ Prelims ☐ FINALS

☐ F ☐ M, Stroke: \_\_\_\_\_, Length: \_\_\_\_\_

Signed: \_\_\_\_\_

**Meet:** \_\_\_\_\_

**Session:** \_\_\_\_\_

[illegible]

# The “Professional” Administrative Official -or- We’re here to help!

## The “Professional” Administrative Official should:

- **Know the Rules** and the official interpretations.
- **Read and Understand the Information in the Meet Announcement**, including: FAX, email and late entries, minimum entry times, and how many events each swimmer may enter for the entire meet.
- **Make sure you have all the needed supplies:**
  - Several 3 Ring Binders
  - DQ Slips and DQ Log Forms
  - No-show Slips and No-Show Penalty Forms
  - Relay Cards or Relay Cards from the meet management program
  - Distance Event “Positive Check-in” Folders
  - Scratch Box and Scratch Cards
  - Computer Change Forms
  - Psych Sheets (reviewed prior to distribution)
  - Exception Reports, produced by your Computer Operator
  - Office Supplies, including stamps, pens, pencils, staples, hole-punch, highlighters, tape, etc.
  - Filing system – for after the event has been completed
- **Get ready for the General Meeting** and take:
  - The Scratch Box and Scratch Cards
  - All Meet Event Folders
  - A list of swimmers and teams who have not checked-in for the Positive Check-in Distance Events or Relays
  - Some supplies and Computer Change Forms
- **Manage confirmation of Official Times and resolve Timing Issues:**
  - Make timing adjustments (work with the Computer Operator and Head Timer)
  - Supervise the Timing Equipment Operator and Timing Judge
  - Supervise and work with the Computer Operator
- **Work with the Computer Operator to:**
  - Seed preliminaries after scratches
  - Seed finals after “Intent to Scratch,” “Scratches”, and any ties have been finalized
  - Possibly seed Time Trials, as determined by the Meet Referee and meet management
- **Work with the Chief Judges to:**
  - Use established procedures for DQ, DFS, and “No Show”
  - Understand and use the meet radio protocol
  - Confirm how Relay Cards will be handled
- **Check with the Deck Referee** at the end of each event to let them know if swim-offs are needed. They must be held according to the rules. If the coaches use another method to resolve ties, record the result. Produce swim-off heat sheets (reflecting the DR’s negotiations) and give them to the DR for distribution to the announcer, other officials, coaches and timers. If scratches remove the need for resolution, help the DR inform the coaches.
- **Be proactive and always work with the coaches.** Call or text a coach when their swimmer has “no-showed” or has moved up or into Finals. Always deal with a coach’s questions or concerns, with a smile. Your job is to assist the swimmers and coaches.
- **Approve** all heat sheets, programs, and results for distribution, to post, to go to the Announcer and to place in your Meet Folder.
  - If heat sheets for a session change any time after the initial publication, use colored paper (use a very different color for each new distribution in a session) clearly stamped “RESEED” for distribution to coaches, announcer, officials and timers. Post for swimmers and spectators in designated areas. If possible, have them hand delivered to affected coaches and athletes.



# The “Professional” Administrative Official -or- We’re here to help!

- **As the Administrative Official at the venue, you may be involved in:**
  - ***Before the session:***
    - Making announcements as needed
    - Taking Declared False Starts (DFSs) until the session begins
    - Assisting swimmers and coaches with any needs
    - Seeding, with accuracy
    - Taking Scratches for finals and assisting coaches with Scratch Cards and Computer Change Forms
    - Accurately entering all scratches and computer changes in the meet event binder
    - Printing an accurate program while keeping in mind “slowest to fastest” and “fastest to slowest” events, alternating events, genders or age groups, and changed event orders
    - Communicating with the Meet Referee to produce pre-scratch and post-scratch timelines
  - ***After the start of the session:***
    - Turning over the handling of DFSs to the Chief Judges and Deck Referees at the Start area
    - Listening for any disqualifications, “Declared False Starts” or “No-Shows” and noting them
    - Notifying the Computer Operator of “no-shows”, DFSs or potential DQs; finalizing them after signed slips are received
    - Documenting each DQ and DFS in the DQ Log
    - Informing coaches of each “No-Show” swimmer penalty, filling out a No-Show Penalty Form with all relevant details including the event, heat, and lane of any “penalty” disqualifications. Advise the appropriate DRs (using the starting area CJ, if necessary). Explain the positive check-in requirements (form and deadlines) for future seeding in the meet.
    - Checking times for accuracy. Making timing adjustments, if needed.
  - ***After each event:***
    - Checking that all DQs have been finalized (including swimmer or coach notification)
    - Listening for a summary of DQs, DFSs and No-Shows from the Deck Referee(s)
    - Immediately counting the number of No-Shows, DFSs and DQs recorded and reconciling with the Deck Referee’s summary so that the results may be finalized for announcement
    - Advising Deck Referees of potential swim-offs. Following-up to confirm any ties for positions in finals have been resolved
    - Preparing for the next event
    - Getting the results (interim results if “flighted seeding” is used) to the Announcer for broadcast of finals qualifiers and alternates, and the Scratch and “Intent to Scratch” closing time for the event.
    - Notifying coaches of swimmers who have moved up, due to scratches, including new 1<sup>st</sup> and 2<sup>nd</sup> Alternates
  - ***After the Deadline for Scratching a Finals Event:***
    - Checking for Final scratches. Following-up any “Intents to Scratch” that are waiting on later events.
    - Seeding Finals after verifying all ties and scratches are finalized, taking into account “flighting” or other program issues
    - Double-checking Finals Seeding
    - Making sure all timelines and advertisements are in the Finals Program. Double-checking and have Meet Referee double-check timelines for breaks, changes, alternating or alternative (flighting) event or heat order, and any other special conditions
- **Be Knowledgeable about your Timing Equipment and Meet Management Software**
  - Work with your Timing Equipment Operator and keep them informed about DFSs, DQs and No-Shows

## The “Professional” Administrative Official -or- We’re here to help!

- Be familiar with what your Timing Equipment and Meet Management program can do for you
  - Produce forms, and know processes that can help you best manage your assignment and interact with the operators
  - Make sure the Computer Operator is not disturbed during times of stress or crisis
- **Important things to consider:**
  - You will coordinate and interact with the Clerk of Course
  - Be alert, attentive, focused, calm, professional, and approachable
  - Always be “friendly” and helpful to coaches, swimmers, and other officials
  - Try to take all discussions and emotional issues off-deck
  - You may be a trainer for new Apprentice Administrative Officials
  - Keep a calm demeanor throughout the session. Work at your own pace. Prioritize your work on the needs of the meet.
  - Maintain your sense of humor
- **Remember, Professional Administrative Officials:**
  - Adapt to meet conditions and needs
  - Generously apply common sense, do not over interpret procedural rules
  - Are neatly uniformed, look confident, are competent, and are customer focused
  - Self-evaluate after all shifts, sessions, and meets
  - Remember you are part of a team
- **N2 Administrative Official - Prerequisites for requesting an Evaluation** (do not ask to be evaluated prior to satisfying prerequisites):
  - LSC Administrative Official certification
  - At least 16 sessions working as an Administrative Official at meets with “check in” events. At least 8 of those sessions being preliminaries and finals with scratching from finals procedures
  - Must work at least 4 sessions at the OQM, with at least 3 evaluation sessions as an Administrative Official
- **N2 Administrative Official - Performance Requirements for an Advancing Evaluation**
  - Arrives at the meet with necessary equipment and supplies, or has arranged for them
  - Completely understands the rules and procedures for the meet set out in the meet announcement
  - Uses appropriate procedures for timely preparation of accurate heat sheets for preliminaries and finals, including management of scratches
  - Reconciles DQs and No Shows, advises Deck Referee of “swim off” possibilities and follows up, reviews and checks all results and any timing adjustments or corrections during or after each event. Knows how to make timing corrections.
  - Finalizes all results after each session, day, and the meet. Prepares any reports for special occurrences (records, incidents, etc.)
  - Keeps an organized work area and uses an acceptable filing and paper management system so that all information is readily available
  - Understands the timing system and scoring program being used and their limitations. Can operate the basic functions of those systems if necessary.
  - Works well with other officials, timing system and meet management program operators, and coaches

**If your evaluation is satisfactory, and all other requirements are met, you will need to submit a “National Certification Application” using the OTS.**

# The “Professional” Deck Referee -or- It’s more than blowing a whistle!

## The “Professional” Deck Referee should:

- **Know the Rules** and the official interpretations published by the USA Swimming Rules Committee
- **Be on time for each session and officials’ briefing, dressed appropriately in a professional manner.** Be aware that you may be asked to answer questions about rules.
- **Be flexible and adaptable to all procedures made by the Meet Referee or Head Starter that may differ from the suggested guidelines offered in this document**
- **Confirm assignments, rotations, and invigilating schedule with the Head Starter**
- **If assigned to invigilate controlled warm-up:**
  - Coordinate with the assigned Starter to observe the pool and enforce compliance with warm-up rules
  - Open pace lanes and racing start lanes at the designated time in accordance with posted warm up procedures (open additional racing start/sprint lanes if demand warrants). Coordinate with the Announcer and Marshalls
  - Assist the Starter in checking starting equipment and starting platforms
  - Review deck set-up in general – quietly notify Meet Referee of deficiencies or safety issues
- **Coordinate with the Meet Referee and other Deck Referees to:**
  - Establish how heats will be run – fly-overs, cleared pool, “chase starts”, etc.
  - Establish “standard” whistle protocol for the meet and where the “on deck” referee will be located  
Suggested protocol:
    - Short whistles - based on the meet pace established by the Meet Referee
    - Long “step up or in” whistle – when the swimmers are ready (If possible, resolve any issues before the first long whistle)
    - Second long whistle for backstroke –
      - With ledges – when last swimmer has returned to the wall
      - Without ledges – when last swimmer surfaces
  - Turn the heat over to the starter when all swimmers are accounted for; either on the blocks or in the lanes and there are no apparent issues behind the blocks. (This should be immediately after the last whistle for most heats). Ask the Starter to say “Relax please” or step the swimmers down if any issues can’t be promptly resolved. Remember the outstretched arm does not necessarily “close” the heat. USA Swimming rules do not specify when a heat is “closed”.
  - Let the Starter decide when the swimmers are ready to start.
  - Manage the starting area – timers seated for starts, only current heat swimmer in front of timers, etc.
- **Work with the Starters:**
  - On their preferred starting location, where you will stand and how you will turn the heat over to them
  - To decide how you will resolve common issues like “untidy” starting block areas (reduce the chaos to a minimum to set the tone for the meet)
  - On accommodation for disabled swimmers
  - On how you would like to be advised of swimmers with problems in the starting area, equipment issues, etc.
  - To verify “possible false start” procedure and protocol
- **Work with the Chief Judges:**
  - To establish procedures for DQ, DFS and “No Show”
  - To establish swimmer notification procedures for all disqualifications
  - To be sure they understand the radio protocol
- **Read and understand the information in the Meet Announcement**, including warm-up requirements
- **Check with the Admin Ref** after your shift to see if any ties need to be resolved. Start working on them immediately (before scratch deadline). Consider ties for the last places in finals heats, for alternates and any others that could move into contention if there are one or more scratches from, or “no shows” in, finals. Take into

## The “Professional” Deck Referee -or- It’s more than blowing a whistle!

account any restrictions on who can swim in finals. Find (page) the coaches involved and mediate the resolution. If a swim-off is needed, insist it be within the time required by the rules. If another method is suggested by the coaches (one defers to another, a coin toss or other method), record the result and convey it to the Administrative Referee. If scratches absolutely remove the need for resolution, inform the coaches.

- **Keep the meet flowing**, but do not pressure starters to “pick up the pace”
- **Try not to turn away from the pool** while a heat is in progress - avoid any “paperwork” until all heads are up after the start
- **Record the start time of each event**
- **At the end of each event, reconcile DQs, “no shows” and any adjustments with Admin or Admin Official** according to the methods defined by the MR - either in person with nearby AR, or by radio if AR is in a remote location.
- **Develop your own “mental check list”** of things to do before, during, and after your duty session. For example:
  - ***Before the session:***
    - Check the Meet Announcement and heat sheet:
      - Championship seeding when the meet is in Preliminary-Final format
      - Transitions from slowest to fastest and fastest to slowest heats, including alternating gender
      - Breaks between events
      - Check sequence of deck seeded vs pre-seeded events in the session
      - Deck seeded events; verify that the seeding has been distributed
      - Any others you, or others, have experienced
  - ***Before each event:***
    - Check for re-seeds. If any, are they on colored paper? Do the announcer, coaches, officials, and timers have them? Have copies been posted conspicuously for swimmers?
    - Ensure the timing console is set to the correct distance whenever change is occurring
    - Is your Starter (and are you) ready and are CJs and Judges in place
  - ***Before each race:*** (All of this should only take a second; two at most)
    - scan the deck for officials in position and equipment problems (pads hanging, cables in lanes, people leaning on backstroke flag poles, etc.),
    - glance at the starter to see if issues have been observed
    - if finals, count the swimmers while parading or being announced
    - check if timing has been reset (ability to do this will depend on the system used and location of cues, if any)
  - ***After the start:***
    - glance to see if the timing system started (consider a recall if it didn’t)
    - watch for all heads up
    - move a few meters down the pool (never more than 1 or 2 meters past the backstroke flags)
    - glance back at start end judges
    - note start time (if it is the first heat), empty lanes and false starts
    - watch swimmers and stroke judges
    - in distance races – check scoreboard (if visible) for missed touches and incorrect counters (use CJ to convey corrections)
    - check turn end judges
    - acknowledge and note any DQs and process them expeditiously
    - move back to start with incoming swimmers at the end of the heat
    - glance at Starter to see if there may be issues with the next heat
    - blow short whistles, etc.
  - ***After each event:***
    - check that all DQs have been finalized (including swimmer or coach notifications)

## The “Professional” Deck Referee -or- It’s more than blowing a whistle!

- reconcile DQs, DFSs, No Shows and adjustments with admin so the event can be “closed”
- check with admin for potential “swim offs” and resolve positions for finals
- take a well-earned break
- return for “next up” duties, which may include assisting the current Deck Referee
- **Important things to consider:**
  - Be neatly uniformed and project confidence
  - Try to face the pool when standing anywhere near it, even when not on duty
  - Be alert, attentive, focused, calm, professional, and approachable
  - Always be “friendly” and helpful to coaches, swimmers, and other officials
  - Try to take all discussions and emotional issues off-deck and away from front and center
  - If issues need to be resolved or discussed, consider turning the heats over to the “next up” Referee
  - Similarly, be ready to step in when “next up”. Watch and listen so that you don’t need to be summoned.
  - Maintain your sense of humor
- **Remember, the Professional Deck Referee:**
  - can adapt to meet conditions and needs
  - is willing to learn
  - doesn’t read more into the rules than is written, and generously applies common sense
  - makes sure the benefit of the doubt goes to the swimmer
  - finds ways (within the rules) to let swimmers compete, and doesn’t over interpret procedural rules
  - appreciates swimmers, coaches, officials and volunteers of all levels and interacts with them respectfully on all occasions
  - is neatly uniformed, looks confident, is competent
  - advises the Meet Referee and Deck Referees of any non-routine decisions made. If possible, involves them in those decisions
  - does the Deck Referee job well and doesn’t overstep those responsibilities unless asked by the Meet Referee
  - self-evaluates after all shifts, sessions, and meets

# The “Professional” Deck Referee -or- It’s more than blowing a whistle!

## **N2 Deck Referee – Prerequisites for requesting an Evaluation:**

- LSC certified Deck Referee for at least 16 sessions and N2 Stroke & Turn certified
- Must work at least 4 sessions at the OQM, with at least 3 evaluation sessions as a Deck Referee

## **N2 Deck Referee - Performance Requirements for an Advancing Evaluation:**

- Has read the Meet Announcement, absorbed Instructions from the Meet Referee and applies them
- Knows the stroke, turn, starting, and relay exchange rules and their interpretations
- Understands basic protocols and procedures for running events in meets; keeps to the “timeline” and meet rhythm and tempo required by the Meet Referee
- Works with other Deck Referees, Starters, Chief Judges and Stroke and Turn Judges as a “team player” during warm-up (invigilating), pre-meet and session meetings, and during the meet. Arrives at all meetings on time
- Uses recommended radio protocol when conversing with CJs, ARs and the Meet Referee
- Handles DQs and the related “paperwork” promptly and appropriately
- Recognizes and records “false starts”
- Promptly closes out each event and resolves any ties for positions in finals in accordance with the rules
- Remains ready to assist other Deck Referees when necessary
- Understands the meet is for the swimmers
- Is neatly and correctly uniformed and has a calm, confident, polite, and professional demeanor

## **N3 initial Deck Referee Evaluation (this is not a certification level) – Prerequisites for requesting an evaluation:**

- N2 Deck Referee certification and N3 Stroke & Turn certification
- Active as an official in the LSC at all levels of meets
- At least 8 sessions as a Deck Referee, recorded in OTS, since N2 certification

## **N3 initial Deck Referee Evaluation - Performance Requirements for a recommendation to proceed to an N3 final Evaluation:**

- Applies the requirements expected of the N2 Referee without reminders
- Knows and understands the Deck positions, functions, and protocols used at National Championship meets
- Works comfortably with the rest of the deck team and doesn’t unnecessarily interfere in their duties
- Understands the needs of swimmers before, during, and after the swim, and accommodates them within the rules and requirements established by the Meet Referee
- Understands the role and needs of the Administrative Referee, the timing system operator, and the Announcer
- Controls the tempo and rhythm of the event in accordance with the Meet Referee’s instructions
- Understands the different protocols used at high level meets – Replay Referee, FINA protocols, etc.
- Appropriately applies safety related procedures – invigilating, attention to the pool, and general vigilance
- Comfortably uses the recommended radio protocol
- Looks and acts like a very experienced Deck Referee

## **N3 final Deck Referee Evaluation – Prerequisites for requesting an evaluation:**

- Worked at least 8 sessions as a Deck Referee, recorded in OTS, after receiving a “recommendation” N3 initial Deck Referee evaluation

## **N3 final Deck Referee Evaluation - Performance Requirements for Certification:**

- Very comfortably applies all of the requirements expected for N2 and N3 initial evaluations
- Fully understands and demonstrates the role of the Deck Referee at National Championships
- Regularly works lower level and LSC meets in all deck roles and helps develop and mentor officials at all levels

**If your evaluation is satisfactory, and all other requirements are met, you will need to submit a “National Certification Application” using the OTS.**



# The “Professional” Stroke & Turn Official -or- The Eyes of the Referee

## The “Professional” Stroke & Turn Official should:

- **Know the Rules** and the official interpretations
- **Read and understand** the information in the Meet Announcement prior to the meet or session beginning
- **Attend the Officials Briefing to:**
  - Sign-in on the assignment sheet
  - Review the technical rules
  - Listen to and review protocols for the meet
  - Listen to and review jurisdiction for the meet
  - Be given an assignment by the Meet Referee or the Chief Judge team
  - Cover relief rotation
  - Discuss any other specific instructions or duties for the meet
  - Meet team members, including the Chief Judge for your assigned location
- **Develop your own “mental check list”** of things to do before, during, and after the duty session
- **Before the session:**
  - Know when and where the stroke briefing will take place
  - Locate where officials should sign-in
  - Be prompt to the meeting and dress appropriately and professionally
  - Be attentive during the stroke briefing
  - Have a positive attitude regardless of the assignment
  - Turn off (or if absolutely necessary – mute) cell phone. If you will need access to your cell phone for a compelling reason during the meet, let the Meet Referee and Chief Judge know before the meet so that plans can be made.
  - Be ready and in position 5-10 minutes before the session starts or as requested by either the Meet Referee or Team Lead Chief Judge
- **Before each event:**
  - Visualize the stroke
  - Run through the rule requirements of a legal stroke and any transitions
  - Recall the best and recommended ways to observe the stroke and the turns. Always use “benefit of doubt” observation protocol
- **Before each race:**
  - Do not block the strobe at the start
  - Follow the meet protocol for each stroke
  - Stand in the correct location, 15m mark, flags, etc. if walking stroke
- **After the start:**
  - Walk briskly to the edge of the pool if working the start end as a Turn Judge
  - Observe swimmers until they depart your jurisdiction (usually heads up)
  - If walking stroke:
    - determine if all heads broke the surface prior to or at the 15m mark for non-breaststroke events
    - Walk wall-to-wall, if possible, or as instructed
    - Give equal observation to all lanes in your jurisdiction, even the empty ones
  - Raise hand promptly to signal a possible disqualification if an infraction is observed (unless utilizing FINA protocols)
  - Keep the hand raised until it is acknowledged by a Chief Judge or Referee
  - Do not discuss the infraction with another official or any other individual, including a coach, before reporting it to the designated official. (Do not discuss it afterwards unless asked to by the Deck Referee)
  - Immediately communicate the lane number to the Chief Judge or Deck Referee (if a Turn Judge covering more than one lane or a Stroke Judge)

# The “Professional” Stroke & Turn Official -or- The Eyes of the Referee

- Visualize the infraction before communicating it to the Chief Judge or Deck Referee
  - Describe what you observed
  - Watch all lanes while reporting the disqualification, unless relieved by a reserve judge
  - Retract a call if there is any doubt, by simply stating, “No call”
  - Check to make sure the DQ slip is correct before PRINTING your name on the slip
- **Relays:**
  - During relay exchanges, observe the toes departing from the platform and then look for the touching fingers
  - Do not raise a hand for an early relay take-off when dual confirmation is being used
  - Circle the lane and swimmer number on the take-off slip for a good exchange, and X for an early take-off
- **After each event:**
  - Reset to the correct position for the next stroke or event
  - Transition between heats for relief, not during a race
  - When being relieved, return promptly as directed in the pre-session briefing
  - Take a break OFF DECK or in the designated officials’ break area. Do not congregate with other officials on deck
- **If assigned to invigilate controlled warm-up:**
  - Coordinate with the assigned partner to observe the pool and politely enforce compliance with warm-up rules
  - Open pace lanes at the designated time and racing start lanes as requested (open additional sprint lanes if demand warrants). Coordinate with the Announcer and Marshalls
  - Review deck set-up in general – notify Meet Referee of deficiencies or safety issues
- **Other Important Items:**
  - Consider your body language when on duty and at all other times when you are accessible. Always assume you are “on camera”
  - Be alert, attentive, focused, calm, professional, and approachable
  - Always be “friendly” and helpful to coaches, swimmers, and other officials
  - Avoid coaching, cheering or fraternizing with coaches or swimmers
  - Questions should be directed to the appropriate official. Do not engage in discussions regarding a disqualification
  - Take discussions and emotional issues off-deck
  - Do not abuse your credentials. If you are not working the meet, you are a spectator and should act as such
  - Maintain a sense of humor
- **Remember, Professional Stroke & Turn Officials:**
  - Make sure the BENEFIT OF DOUBT GOES TO THE SWIMMER - ALWAYS
  - Adapt to meet conditions and needs, and help out wherever requested
  - Use common sense
  - Don’t read more into the rules than is written
  - Observe the swims but do not scrutinize
  - Exhibit confidence
  - Dress professionally and neatly in the designated uniform
  - Are willing to learn, and frequently work as a Stroke and Turn Judge
  - Never take advantage of credentials to gain deck access when not working in an official capacity
  - Self-evaluate after all shifts, sessions and meets and ask, “What can I do better?”
  - Enjoy the volunteer work, and opportunity to work with coaches, officials, and most importantly, swimmers of all levels

# The “Professional” Stroke & Turn Official -or- The Eyes of the Referee

## **N2 Stroke and Turn Judge (ST) – Prerequisites for requesting an Evaluation:**

- LSC-certified Stroke & Turn judge for 16 sessions
- Must work at least 4 sessions at the OQM, at least 3 in the ST position to be evaluated.

## **N2 Stroke and Turn Judge - Performance Requirements for an Advancing Evaluation:**

- Arrives on-time, prepared with necessary personal equipment, and properly and professionally attired
- Knowledgeable of all stroke rules, timer rules and clerk of course rules
- Acts as a mentor for new officials, as requested
- Is familiar with the jurisdiction for each stroke and turn position and is aware of the jurisdiction for each event to be judged
- Is comfortable making calls as appropriate and also realizes when a call is not appropriate
- Can clearly articulate an infraction to the Deck Referee or Chief Judge, as appropriate, both with the reference in the rule book as well as what was seen
- Doesn't discuss disqualifications in front of others
- Accepts assignments as given and conforms to the “relief” cycle for the meet
- If the evaluation is satisfactory and all other requirements are met, submits a “National Certification Application” using the OTS

## **N3 Stroke and Turn Judge Evaluation – Prerequisites for requesting an evaluation:**

- Active N2 Stroke & Turn Judge in the LSC at all levels of meets (even if certified in other positions)
- At least 8 sessions as a Stroke & Turn Judge, recorded in OTS, since N2 certification

## **N3 Stroke and Turn Judge Evaluation - Performance Requirements for Certification:**

- Arrives on-time, prepared with necessary personal equipment, and properly and professionally attired
- Is knowledgeable of all N2 requirements as well as:
  - Understands “National Deck” protocols including the role of each of the three chairs that may be found on a National Deck (left – lane timer and Relay Take-off Judge, center – head lane timer and distance length counter and bell ringer, right – Turn Judge and timer) and the use of Reserve Judges and relief teams. Is also aware of not only the judging role but also the role as a timer and recorder
  - Is aware of “FINA protocol” for indicating and reporting an infraction
  - Acts as a trainer for new officials, as requested
  - Is familiar with the jurisdiction for each Stroke and Turn position on the National pool deck and is aware of what constitutes jurisdiction for each event to be judged
  - Is very comfortable calling infraction as appropriate, as well as realizing when a call is not appropriate
  - Can clearly articulate an infraction to the Chief Judge and, as appropriate, the Deck Referee both with the reference in the rule book as well as what was observed

**If your evaluation is satisfactory, and all other requirements are met, you will need to submit a “National Certification Application” using the OTS.**

# The “Professional” Starter -or- It’s more than three short words!

## The “Professional” Starter should:

- **Know the Rules** and the protocols, procedures, and philosophies for being a successful starter
- **Be on time for each session and officials’ briefing, dressed appropriately in a professional manner**
- **Be flexible and adaptable to all procedures made by the Meet Referee or Head Starter that may differ from the suggested guidelines offered in this document**
- **Confirm assignments, rotations, and invigilating schedule with the Head Starter:**
  - Be aware how heats will run – fly-overs, cleared pool, flighting, or events or heats alternating by gender
  - Confirm the meet procedures for Starters that may include additional responsibilities, including:
    - timer instruction - be aware of timing system (number of buttons and watches or cameras) and provide instruction to timers at the designated time established by meet director
    - a rotation involving stroke or turn judging, taking order-of-finish, distance counting, ringing the bell for the lead swimmer in a distance heat, relay take-off judging or head timer responsibilities
  - Be aware of swimmers with disabilities who may require special starting accommodations and know the rules and procedures
- **Confirm meet protocol and procedures for the Starter-Deck Referee (DR) teams and with the individual Deck Referees with whom you are teamed:**
  - Work as a team with the Deck Referees and Chief Judges
  - Be aware when jurisdiction will be turned over to Starter, indicated by Deck Referee’s out-stretched arm
  - Confirm how to make Deck Referees aware of next-up swimmers behind the blocks affected by suit malfunctions, cap or goggle issues or unexpected empty lanes
- **Pre-Meet and Pre-Session:**
  - Become familiar with the starting system by checking the equipment during the session warm-up period
    - There are a variety of microphones in use. Practice with the mic during warm-ups to feel comfortable with the device
    - Omega microphones display a green light when the timing system is ready for the next start. When outdoors, confirm you can clearly see the green light and be prepared to notify the DR when the green light has not been displayed
  - Check your voice level in the microphone with another Starter monitoring the audio level in all lane speakers
  - After confirming with the equipment staff, perform a test start to get a feel for how sensitive the starting button may be
  - Find your optimum deck positions for both forward and back starts so that all swimmers can be clearly and individually viewed
  - Find out where the Deck Referee will stand adjacent to your position. Ask him or her to extend their arm so that it can be seen in your peripheral vision, without blocking your view of the swimmers. Make sure you and the DR are standing close enough that you can converse quietly. It may be about swimmer issues, green lights, step down requests, etc.
  - Be prepared with a master starter heat sheet if you have been asked to use one for marking all false starts, no shows, declared false starts, and any other notes. Also acquire an OOF (Order Of Finish) heat sheet, if the meet’s procedures call for the off-duty starter to take OOF
- **During the Start:**
  - Assume your deck position to start the upcoming heat prior to the finish of the current heat. In some cases, the previous event’s results are scrolled on the scoreboard, allowing for a bit more time to take position
  - Your body language should convey that you are relaxed and confident
  - On the long whistle (second long whistle for the back start), have the microphone in a “ready” position
    - Secure the cord by holding it with your free hand
  - When all swimmers have stepped on the blocks the Deck Referee will turn over jurisdiction to the Starter

## The “Professional” Starter -or- It’s more than three short words!

- Be patient when allowing all swimmers to assume the position on the blocks they want to use for the start. Watch to see their feet are in the final chosen position. The swimmers will then show you when they’re ready to hear the “Take Your Mark” instruction
  - If “track style” starting platforms are used, swimmers may require a bit more time to assume their position
  - If “backstroke ledges” are used, ensure at least one toe from each foot is in direct contact with the end wall or timing pad prior to the start, but not curled over the top of the pad, gutter or end wall or above them
- Deliver the “Take Your Mark” instruction in a calm, conversational tone that’s loud enough for the swimmers to hear over any possible crowd noise, but not so loud the instruction sounds like a shouted command. Use a cadence that is inviting with a slight falling in pitch
- Swimmers start the heats – not the starter! Be patient - the swimmers will show you through their body language when they are ready to hear “Take Your Mark” and for the starting signal
- When that “sweet spot” moment is achieved, and the swimmers are stationary, push the starting button
- After the start be ready to take the mic in the event the heat needs to be recalled
- The microphone should be to a position where it can’t be bumped, and the cord isn’t in a traffic zone that could cause tripping
- Step out of the starting area to allow more room for Deck Referee, Chief Judge and Stroke Judge
  - Avoid conversing with the DR unless it involves a possible false start or another timely matter
- Using the Starter’s heat sheet, confirm the next heat’s swimmers are reporting to the assigned lanes. Note on the heat sheet any “no shows”, “declared false starts”, false starts or other matters for which there should be a record
- Begin preparations to start the next heat
- **Use the False Start Protocol:**
  - Remember the definition of a false start: *Any swimmer **starting** before the starting signal is given, shall be disqualified if the Referee independently observes and confirms the Starter’s observation that a false start occurred.*
  - After the start and the microphone is replaced, calmly mark the Starter heat sheet to indicate which heat and lane the false start was observed. Double-check that mark for accuracy of heat and lane
    - Any mark can be used as long as the Deck Referee can tell a particular heat and lane has been indicated, whether it’s circling the lane number, underlining the lane number and name, placing a visible dot next to the lane, etc.
  - Show the marked heat sheet to the Deck Referee and implement the procedure discussed prior to the start of the meet. It should include pointing out the heat and lane, as well as verbally indicating a false start was observed. The Deck Referee should also show the Starter his/her marked heat sheet as confirmation of a false start. Under no circumstance should a false start confirmation be based solely on a discussion.
  - When a Chief Judge is available, they will fill out the disqualification form and hand it to the Starter for signature. Double check the event, heat, lane and, possibly the name and team, have been correctly noted and the false start box was checked before signing and handing the form back to the Chief Judge
  - When a Chief Judge is not available, the Starter completes and signs the disqualification form before handing it to the Referee for final sign-off
  - If necessary, note any peculiarities to the false start on the heat sheet for later reference; possibly when advising a coach or swimmer of the observed action
  - Don’t hesitate to use the recall option if you feel an external noise (ex. coach’s whistle) or motion (activity around the starting blocks) has interfered with a swimmer’s ability to achieve a fair start
- **When Using Other Commands;**
  - To address the athletes with the microphone, refer to the swimmers as “Ladies” and “Gentlemen”
  - Remember to use “Please” and “Thank you”

## The “Professional” Starter -or- It’s more than three short words!

- If it is necessary to stand the field after the TYM instruction, for both forward and back starts, say, “Stand please”
- If the Deck Referee asks for the swimmers to step off the blocks, say, “Ladies (Gentlemen), step down carefully please”
- The Deck Ref may request you clear pool by saying “Thank you Ladies/Gentlemen.” If more instruction is needed, say, “Ladies/Gentlemen, please clear the pool”
- Use of the “Relax please Ladies/Gentlemen” instruction means it will be a prolonged period before the starting sequence will begin. The “Relax” instruction should not be used in place of a “Stand Please” instruction for backstroke starts
- If a swimmer’s toes are curled over the top of the pad, or not in contact with the pad when ledges are used prior to the start of the backstroke, address the swimmer by saying, “Lane 7, toes please”

### **N2 Starter - Prerequisites for requesting an Evaluation:**

- LSC-certified Starter for 16 sessions
- Certified as N2 Stroke & Turn Judge
- Must work at least 4 sessions at the OQM, with at least 3 evaluation sessions as a Starter

### **N2 Starter - Performance Requirements for an Advancing Evaluation:**

- Know the rules for starting
- Understands basic starting protocols and procedures (distance counting, OOF, etc.)
- Understands how to start swimmers with disabilities
- Understands how the starting system operates
- Establishes a comfortable starting position on deck for both forward and back starts
- Prepared and in position prior to each heat; comfortable holding microphone and cord
- Delivers TYM calmly and with necessary volume
- Shows PATIENCE before delivering TYM and starting signal
- Understands the use of other commands
- Understands and practices the False Start Protocol
- If the evaluation is satisfactory and all other requirements are met, submit a “National Certification Application” using the OTS

### **N3 initial Starter Evaluation (this is not a certification level) – Prerequisites for requesting an evaluation:**

- N2 Starter certification and N3 Stroke and Turn certification
- Active as an official in the LSC at all levels of meets
- At least 8 sessions as a Starter, recorded in OTS, since N2 certification

### **N3 initial Starter Evaluation - Performance Requirements for a recommendation to proceed to an N3 final Evaluation:**

- Understands how the starting system operates; tests it during warm-ups without guidance
- Observes, without scrutinizing, next-up swimmers
- Shows preparedness when the heat is turned over by the Deck Referee
- Is comfortable with starting deck position and microphone
- Uses PATIENCE before delivering the TYM, and does so calmly with necessary volume
- Uses the proper TYM cadence that includes a slight falling in pitch
- Shows awareness of external noises or motions that may affect swimmers’ start and properly reacts
- Follows proper deck positioning before, during and after starts



## The “Professional” Starter -or- It’s more than three short words!

- Correctly uses other commands, without over-use (e.g. standing swimmers)
- Correctly follows false start protocols
- Shows consistency in delivery, positioning, awareness and demeanor

### **N3 final Starter Evaluation – Prerequisites for requesting an evaluation:**

- Worked at least eight (8) sessions as a Starter, recorded in OTS, after receiving a “recommendation” N3 initial Starter evaluation

### **N3 final Starter Evaluation - Performance Requirements for Certification:**

- Arrives on-time, prepared with necessary personal equipment, and properly/professionally attired
- Knows and consistently follows all the pre-meet/pre-session duties
- Consistently delivers starting instructions showing ideal PATIENCE, timing, cadence and awareness
- Consistently and properly uses other commands
- Consistently follows False Start protocols
- Consistently self-critiques with a determination to improve his/her starting talent
- Consistently shows a starting demeanor that is calm, comfortable and assured

**If your evaluation is satisfactory, and all other requirements are met, you will need to submit a “National Certification Application” using the OTS.**

# The “Professional” Chief Judge -or- Assistant and Mentor to All Officials

## A Professional Chief Judge (CJ) should:

- **Know the Rules and the USA Swimming Rules Committee interpretations**
- **As Team Lead Chief Judge, Plan Prior to Arriving at the Meet:**
  - Contact the Meet Referee based on the level of the meet being conducted to confirm:
    - All duties for the Chief Judges
    - Type and use of cameras (TV, timing, underwater judging confirmation), if any
    - Pool configuration and locations for starter area and administrative tables
    - The jurisdiction and protocols expected from the Stroke & Turn officials
    - The process of how officials will take and leave their deck positions including awards
    - The level of Stroke Briefing expected
    - Use of Relief and Reserve Judges
    - The proper procedure, if relay takeoff pads are used for relays
    - Use of assigned Chief Judges (or not) for Time Trials
    - Radio protocol expected
    - How Declared False Starts (DFSs) will be processed before and during a session
    - Procedures for how Deck Referees and admin table will receive DQs, DFS and “No Show”
    - Finals protocol for alternates so the Chief Judge in Start Area can assist the Deck Referee
  - Contact the Host and Meet Director to determine (and request) the availability of meet supplies, equipment and services:
    - Radios, clipboards, watches, batteries, disqualification (DQ) slips, paper, chairs, towels, pencils, high-speed copier(s), etc.
    - Internet access and printers
    - Social time and date, if any
  - Communicate the above with the CJ team for initial assignments before they arrive at the meet including when they are expected to arrive at the meet (Leadership Team Meeting, Chief Judge Meeting, attendance at General Meeting)
- **Plan Prior to Officials Briefings:**
  - ARRIVE EARLY and be prepared for last minute changes
  - All Chief Judges meet upon first arrival at meet to:
    - Review assignments & duties
    - Confirm location of equipment items
  - All Chief Judges should allow for approximately one hour before each planned briefing to:
    - Review assignments and prep for each session’s requirements
    - Review and resolve all assignment challenges
    - Prepare sign in sheets if needed
- **At Pre-Session Officials Meetings:**
  - Take attendance and announce:
    - Expectations for Time Trials
    - Ask Starter or Deck Referee evaluation candidates to meet with the evaluators if they have not met already
    - The time to be on deck and in position
    - Introduce the Meet Referee, Meet Director and the Assigned Team (usually at the first meeting)
  - STOP the briefing whenever a dignitary enters the room for introduction, especially if there is a guest speaker
  - Conduct a stroke briefing appropriate for the level of meet
  - Review Deck Protocol expected for the meet
  - Review Proper Lead Lag procedure for Stroke Officials
  - Review Jurisdictions, including 15m mark
  - Review the Chief Judge’s role and how to communicate with the Lead Chief Judge and Deck Referees
  - Review Relay Takeoffs, Dual Confirmation and X = Early Take Off, O = Good Exchange
  - Announce and post Officials’ Assignments in multiple locations
  - Announce Relay Take-Off assignments and hand out relay take-off slips
    - Relay take-off slips may be passed out during the relay break, if there is one
  - Make sure relief shifts and rotations are clear
  - Distribute heat sheets to CJs, Deck Referees and Starters

# The “Professional” Chief Judge -or- Assistant and Mentor to All Officials

- **During Competition:**
  - Perform a radio check prior to the beginning of each session
  - Advise the Deck Referee that all judges (stroke and turn) in your quadrant are in place (several minutes before the session start)
  - Get to know the officials in your quadrant
  - Use a mentoring approach when talking to a Stroke or Turn Official that is out of position or using improper protocol
  - Always observe the officials in your quadrant, not the swimmers
  - Use the Stroke Judges to carry DQ slips from the turn end when things get “busy”. Make sure the Strokes Judges are familiar with this procedure.
  - When assigned as the CJ in the Start Area:
    - Write up dual-confirmed false starts (hand the DQ slip to Starter first as they initiated the DQ)
    - Process “no-show” and “Declared False Start” according to the protocol verified in meet preplanning
  - Know, and use, the Radio Etiquette and Protocol guidelines on the USA Swimming website
    - Be aware of other radio communication to avoid “talking over” each other while calling in infractions
    - Use the correct terminology when calling in infractions
    - Halt radio communication once the Deck Referee has blown the short whistles. Resume after waiting for any “False Start” or “No Show” calls by the Deck Referee in the heat
  - Alert the Deck Referee by radio of a possible disqualification as soon as an official in your area of responsibility raises a hand or makes eye contact (depending upon protocol for the meet) by using the following announcement:
    - “Possible disqualification, Stroke Judge Lane 1 or Lane 8 Side”, and quickly identify the lane, if possible
    - “Possible disqualification, Lane X start / turn end” (or range of lanes, if turn judges cover more than one lane). In many meets the event number and heat number may also need to be announced (more than one course, “chase” starts, etc.)
  - When approaching the official, make sure you ask
    - Which lane? Then immediately identify the lane to the Deck Referee
    - What did you see? You want the official to explain what they saw without using their hands
    - What is the rule? You want to make sure that the official understands the rules. If there is an obvious incorrect call (jurisdiction or rule) or “uncertainty”, the official may withdraw the call. If this occurs, inform the Deck Referee. The Deck Referee should then ask for the swimmer to be released, if being held at the finish end.
  - Report the infraction to the Deck Referee slowly, clearly, and concisely, stating what the official observed
  - State “I recommend” (after reporting the infraction) or state “I need further discussion”
    - If “I need further discussion” is requested it means the CJ has reasonable doubt about the infraction and needs to speak to the Deck Referee privately, not over the radio
    - If the Deck Referee asks “questions”, the CJ is responsible for obtaining specific information necessary for the Deck Referee to make a decision
    - If the Deck Referee states, “I need further discussion”, this means that the DR has a reasonable doubt about the infraction and needs to speak to the Chief Judge privately
    - If a discussion with the DR is needed, other CJs should cover your jurisdiction while meeting with the DR
  - Make sure to get acceptance confirmation from the Deck Referee before filling out the DQ slip
  - Initial the bottom of the DQ slip and ensure that the Stroke or Turn Judge (not the CJ) **prints** their name on the DQ slip
  - Hold the swimmer and notify them of the DQ. Work as a team, a CJ from another deck area may need to assist with this task.
  - When notifying athletes, respectfully state, “You were disqualified for.....” The CJ should never coach, give a personal opinion, or add extraneous information. If the DQ has not been finalized, move the swimmer away from the start and advise, “There is a possible issue with your swim. We are waiting on details.” The Deck Referee will convey further instructions.
  - Report that the swimmer has been notified
  - Relays:
    - Check the take-off slip of the judge or judges nearest your location
    - If there is one or more X, announce a possible disqualification and the lane(s). Announce, “Lanes n to m clear” if there are no Xs
    - Go to the other Judge and compare the second take off slip
    - Announce either a dual confirmed Early Take Off, lane number and which swimmer or, “All clear Lanes 1 to 4 or Lanes 5 to 8”

## The “Professional” Chief Judge -or- Assistant and Mentor to All Officials

- **At the End of the Session:**
  - Collect equipment (radios, bells, lap counters, clip boards, watches, and pencils)
  - Collect “Order of Finish” heat sheets and any “master” heat sheets from Deck Referees and Starters, if being used
  - Collect lane Timer Sheets and take them to the Administrative Referee (Official)
  - Plan for a post-meet session to debrief and prepare for the next session, as needed
- **After the Competition:**
  - Thank all the officials
  - Complete requested evaluations as assigned
  - Collect all sign-in sheets for input into OTS
    - Deliver sign-in sheets to person(s) responsible for OTS data for the meet
    - Remember to include Time Trials
  - Remember to mentor in a constructive manner if there is a need to talk to an official about suggestions for improvement
  - Thank your CJ colleagues and yourself for a job well done. You’ve completed an assignment which had a great influence on the success of the meet
- **REMEMBER:** You are working with volunteers. Adopt a kind and thoughtful mentoring approach at all times.

# The “Professional” Chief Judge -or- Assistant and Mentor to All Officials

## THE CHIEF JUDGE – GUIDELINES FOR BREAKOUT OF ASSIGNMENTS

- **Team Lead or as assigned:**
  - Daily Greetings, Announcements and Timelines
  - Introduce the Meet Referee, Meet Director and the Assigned Team
  - Resolution of personality issues among the team
  - Resolution of concerns with deck officials
  - Keeping briefings on track and on schedule
  - Setting up team assignments so each judge gets a rotation through each quadrant
  - Being flexible on jurisdictions and protocol and adapt to the requirements of the Meet Referee, as well as the needs of the athletes and the meet
- **Briefing of Officials:**
  - Conduct a stroke briefing appropriate for the level of meet
  - Convey Deck Protocol expected for the meet
  - Review Proper Lead-Lag protocol for Stroke Judges
  - Review jurisdictions and 15m mark for the meet
  - Review the Chief Judge’s role and how to communicate with the Chief Judge
  - Review Relay Take-off’s, Dual Confirmation and X = Early Take Off, O = Good Exchange
  - Review expectations for Time Trials
- **Managing of Timers and Counters**
  - Prepare timer clipboards with pencils and watches. Check with venue to assure timer clipboards are ready
  - Add timers’ recording sheets and counting or split sheets for distance events to clipboards
  - Distance Events – ensure “split sheets”, lap counters and bells are operable and in place
  - Make sure timers know that they are responsible for checking swimmers and relay team’s names
  - Announce and give instructions if using officials as timers
- **Managing of Officials**
  - Take attendance
  - Announce and post officials’ assignments in multiple locations
  - Announce Relay Take-Off Judging assignments & hand out relay take-off slips
  - Make sure relief shifts and rotations are clear and when and how relief will take place during the session
- **Management of Deck**
  - Prepare Master Heat Sheets
  - Distribute heat sheets and deck assignment sheets to Meet Referee, Replay Referees, Deck Referees, Starters (include “Order of Finish”) and Evaluators
  - Include Heat Sheet - 2 column / single sided, and adequate DQ slips for CJs
  - ONLY Deck Referee and Meet Referee, Starter and Chief Judge heat sheet include the “timeline”
  - Include counting sheets for distance day events on Starter's clipboard
  - Prepare relay take-off slips and hand out to appropriate officials
  - Radios
  - Hand out radios prior to each session and collect radios at the end of each session (remember the Invigilators and Replay Referees)
  - Make sure that radios are in a secure location between sessions
  - Make sure radios are charged
  - Conduct a radio check prior to each session
  - Chairs for officials at the start and turn ends are in position and towed dry

# The “Professional” Chief Judge -or- Assistant and Mentor to All Officials

## **N2 CJ Evaluation – Prerequisites for requesting an evaluation:**

- N2 certified Stroke & Turn (ST) Judge **and** either LSC certified Deck Referee **or** LSC Certified CJ (if the LSC has a certification)
- Must have worked a combined 16 sessions as CJ or ST prior to requesting evaluation with at least 8 of those sessions as CJ at meets with a dedicated CJ team, using pre-meet, session briefing, on-deck and post-session responsibilities.

## **N2 CJ - Performance Requirements for an Advancing Evaluation:**

- Demonstrates an understanding of the current USA Swimming Rules and Regulations
- Demonstrates an understanding of the current Rules Interpretations published by the USA Swimming Rules and Regulations Committee
- Demonstrates a basic understanding of National Championship protocol and guidelines for the CJ position
- Demonstrates an initial awareness and knowledge of the Chief Judge duties and responsibilities as outlined by the Meet Referee
- Completes the duties and responsibilities with guidance from others
- Demonstrates awareness of the urgency and timely need for processing all duties and responsibilities
- Completes the paperwork and processes needed for success with guidance from N2 or N3 Chief Judge mentors
- Demonstrates an understanding of “working as a team,” and performs as a team member
- Demonstrates an understanding of the need for attention to detail and accuracy
- Uses the radio to accurately communicate using the recommended protocol
- If the evaluation is satisfactory and all other requirements are met, submits a “National Certification Application” using the OTS

## **N3 initial CJ Evaluation (this is not a certification level) – Prerequisites for requesting an evaluation:**

- N3 Stroke and Turn Judge and N2 CJ certifications
- Active as an N3 ST and N2 CJ or DR in the LSC at all levels of meets
- At least 8 sessions as a Chief Judge (where a CJ team is used in each session) since certification as N2 CJ

## **N3 initial CJ Evaluation - Performance Requirements for a recommendation to proceed to an N3 final Evaluation:**

- Demonstrates an understanding of, and correctly applies: the current USA Swimming Rules and Regulations, the current Rules Interpretations published by the USA Swimming Rules & Regs Committee, and National Championship protocol and guidelines for the CJ position
- Demonstrates advanced understanding of the Chief Judge duties and responsibilities outlined by the Meet Referee
- Completes all of the assigned duties and responsibilities with minimal guidance from others
- Undertakes all duties and responsibilities with the appropriate sense of: correctness, attention to detail, consistency, urgency and timeliness
- Understands the flow of “paperwork” and processes needed to be a successful CJ
- Works well with the team of CJs, showing initiative and support for the team members
- Demonstrates attention to detail and performs duties with consistent accuracy

# The “Professional” Chief Judge -or- Assistant and Mentor to All Officials

## **N3 final CJ Evaluation – Prerequisites for requesting an evaluation:**

- Active Chief Judge since N3i evaluation with varied experience that includes OQMs such as Futures, Zones, Sectionals, and LSC Championships
- Worked at least eight (8) sessions as a Chief Judge after receiving a “recommendation” N3 initial CJ evaluation

## **N3 final CJ Evaluation - Performance Requirements for N3 Certification recommendation:**

- Understands and correctly applies: the current USA Swimming Rules and Regulations, the current Rules Interpretations published by the USA-S Rules & Regs Committee, and National Championship protocol and guidelines for the CJ position
- Understands and correctly applies National Championship protocol and guidelines for the position
- Applies correctly the Chief Judge Duties and Responsibilities outlined by the Meet Referee, as conveyed by the Team Lead Chief Judge
- Completes, without guidance from others, all assigned duties and responsibilities consistently and correctly with appropriate attention to detail, use of radio protocol, urgency, and timeliness
- Works well with the team of CJs, demonstrating the ability to lead, motivate, and resolve conflicts

**If your evaluation is satisfactory, and all other requirements are met, you will need to submit a “National Certification Application” using the OTS.**