

ADMIN TRAINING

PART 1

What is the role of the Admin Official



This is the DRY side of the officiating TEAM.



We do the background and get papers together so the WET side can occur seamlessly.



Handle the check in process



Close and Seed the events



Verify and adjust times and review results

Our big goal...



To create a seamless, stress-free process for our swimmers so they can perform to the best of their ability.

We should not be adding stress to their swims.

Part 1



Check in

Closing
of
events

Seeding
events

Part 2



Verifying times



How to communicate
with timing system
coordinator



How to communicate
with computer
operator



Splitting heats



Questions?

What should I do to prepare



Familiarize yourself with the Meet Sheet

- What kind of meet (CBA, T&F)
- Maximum events per day
 - Single or dual sided
- Deck Seeded vs Pre-seeded (specific seeding order)
- Start times/ timelines
 - Penalties?
- Scoring/ Points/ Awards



Communicate with Meet Referee

- How many people do you have helping the Admin team?



Communicate with Meet Director

- Will they have volunteers for check in, closing events(with experience), runners to move paperwork around
- Will host team have supplies for check in supplies like rulers, pencils, clear tape etc

Email from Laurie Benton

- Will have information from Pac Swim with Membership Reconciliation Report showing swimmers that may have name changes, DOB updates, TEAM changes and lack of registration, and missing APT
- Laurie Benton will provide you with link for athlete to allow swimmers to register
- Communicate with Meet Director if they will be sending emails to the coaches/ teams of those swimmers who need to update the USA swim reg or if you need to do it.
- Swimmers with out-of-date registration or APT will not be able to participate until completed (must show proof of completion)

Not Registered

Athlete Name	Member Id	Entered DOB	Age	Error	Entered LSC	Entered Club	First Name	Last Name	Birth Date	LSC	Club	Member Type	Reg Exp Date	APT Exp Date
Maria Fediakina	3A69D2D533F94E	12/30/2006	17	Athlete's registration is not current	PC	LAMV	Maria	Fediakina	12/30/2006	PC	LAMV	Premium Athlete	12/31/2023	
Yivia Liu	204248BFB1B8BF	4/29/2015	9	Member Not Found	PC	ALTO	Huiling	Yang	6/9/1987	N/A	N/A	N/A	1/0/1900	
Edick Fan		6/12/2015	8	Member Not Found	PC	ALTO	N/A	N/A	1/2/1900	N/A	N/A	N/A		

Athlete Protection Training Required

Athlete Name	Member Id	Entered DOB	Age	Error	Entered LSC	Entered Club	First Name	Last Name	Birth Date	LSC	Club	Member Type	Reg Exp Date	APT Exp Date
Alex Kurotori	A69D57A1207944	9/18/2001	22	Athlete is 18 and has not completed APT	PC	DACA	Alex	Kurotori	9/18/2001	PC	DACA	Premium Athlete	12/31/2024	7/19/2023
Hayden Zheng	8871E6786DDA47	12/17/2002	21	Athlete is 18 and has not completed APT	PC	ALTO	Hayden	Zheng	12/17/2002	PC	ALTO	Premium Athlete	12/31/2024	6/1/2024
Julia Maecker	951B918CBFAD48	5/10/2006	18	Athlete is 18 and has not completed APT	PC	ALTO	Julia	Maecker	5/10/2006	PC	ALTO	Premium Athlete	12/31/2024	



Computer Operator Changes/Corrections

Athlete Name	Member Id	Entered DOB	Age	Error	Entered LSC	Entered Club	First Name	Last Name	Birth Date	LSC	Club	Member Type	Reg Exp Date	APT Exp Date
Andy Wang	DDBF52C9B9AC4C	10/2/2015	8	Athlete's DOB is not correct	PC	DACA	Andy	Wang	10/1/2015	PC	DACA	Premium Athlete	12/31/2024	
Ansen Tan	94584E29A64B84	11/21/2012		Change ID number to E9F8DA503E0A46	PC	DACA	ANITA	PAI	10/5/1976	N/A	N/A	N/A	1/0/1900	
Avni Arthanari	1FB84394ADB12A	8/4/2014		Change ID number to 0E35D9EB941841	PC	DACA	Deepa	Labana	7/17/1976	N/A	N/A	N/A	1/0/1900	
Chloe Liu	D1AD45FDBF3985	9/3/2017		Change ID number to 848A211BC9C94F	PC	DACA	Sizhe	Liu	2/11/1988	N/A	N/A	N/A	1/0/1900	
Emmy Ting	8CA63461F78545	12/2/2010	13	Athlete's DOB is not correct	PC	OSC	Emmalyn	Ting	12/3/2010	PC	OSC	Premium Athlete	12/31/2024	

Link sent from Laurie for UN registration

Coaches have their team link as well which is sent to the swimmer

Here's the UN registration link in case you need it: <https://omr.usaswimming.org/omr/welcome/A91A4725AD9D41>



Typical admin toolbox

- Clipboards (for timers, DR, SR, check in etc). May coordinate with Meet Director for timer boards
- Pens (red for closing)
- Highlighters (various colors)
- Pencils (check in/ timers)
- Rulers (check in)
- Clear Tape
- Filing system
- Binders (scratch)
- Notebook or post it notes for quick notes
- Stapler

Highlighter colors...

YELLOW	SCRATCH
PINK	DQ
GREEN	NO SHOW
BLUE	MEDICAL
ORANGE	DFS

Depends on your meets and the team you are working with where colors may / not be used.

If you are lead, you can make the decision

May need to highlight the swimmers that have too many events entered, registration issues, APT

On Deck --- check in

- Lay out papers and tape them down
- Educate the volunteers on how to work the check in table
- Coordinate with Meet Director to find out what time the check in volunteers are attending. Then talk to them all at once.
 - Provide pencil to the athlete and place the ruler above the Athlete's name
 - Athlete initials next to their name
 - Athlete circles events they want to swim.
 - If wanting to "scratch", they place "X" over the event number, initial next to it and note the time of scratch.
 - IF COACH is checking in an athlete, same process but should have coach initial and write COACH next to name as well.

Check in reminder

Keep writing utensils in your hand or athlete. Avoid leaving them unattended on the table

Ensure accuracy. Clear circles and X help when “closing” events

When do I
close:

SESSION: 1 FRIDAY, MARCH 10 PRELIMS GIRLS

Day of Meet: 1 Starts at 09:00 AM Heat Interval: 30 Seconds / Back +20 Seconds

Round	Event	Entries	Heats	Starts at	
Prelims	1 Girls 10 & Under 200 IM	21	3 u	09:00 AM	_____
Prelims	3 Girls 11-12 200 IM	47	6 u	09:10 AM	_____
Prelims	5 Girls 13-14 200 IM	55	7 u	09:28 AM	_____
Prelims	7 Girls 10 & Under 100 Backstroke	21	3 u	09:47 AM	_____
Prelims	9 Girls 11-12 100 Backstroke	52	7 u	09:54 AM	_____
Prelims	11 Girls 13-14 100 Backstroke	51	7 u	10:07 AM	_____
Prelims	13 Girls 10 & Under 50 Freestyle	27	4 u	10:21 AM	_____
Prelims	15 Girls 11-12 50 Freestyle	73	10 u	10:25 AM	_____
Prelims	17 Girls 13-14 50 Freestyle	74	10 u	10:34 AM	_____
Prelims	19 Girls 10 & Under 50 Butterfly	37	5 u	10:44 AM	_____
Prelims	21 Girls 11-12 50 Butterfly	58	8 u	10:49 AM	_____
Prelims	23 Girls 10 & Under 500 Freestyle	14	2 u	10:57 AM	_____
Prelims	25 Girls 11-12 500 Freestyle	34	5 u	11:11 AM	_____
Prelims	27 Girls 13-14 500 Freestyle	42	6 u	11:43 AM	_____
	Swimmers Counts for Warm-ups: 286	=====	=====		
	Entry / Heat Totals:	606	83		
	Finish Time			12:18 PM	_____

Check in
sheet

Event 10 Men 100 Fly Prelims - 120 Entries

Event 12 Men 400 IM Prelims - 57 Entries

Name	Age	Team	4	6	8	10	12
Nunan, Michael	21	SCSC-PC	4				
O'Donnell, Ryan	22	WA-WI			8	10	
Ogren, Curtis	19	STAN-PC					12
Oh, Noah	16	DYNA-GA	4				
O'Haimhirgin, Liam	16	SMST-SN	4				
Oliveira, Nicolas	27	FIAT-US	4				
Olmsted, Wesley	19	STAN-PC			8	10	
Olvera Alejos, Julio	19	MEX-US	4				12
Ornek, Alpkan	19	NBAC-MD					12
Ortiz, Bruno	22	CW-MI	4				
Ortiz, Miguel Luisgen	24	CW-MI			8	10	
Panchak, Jonathan	19	PASA-PC		6		10	
Papendick, Luke	21	CW-MI			8	10	

Scratch sheet

CHECK-IN REPORT

Session 2 Friday Prelims - Day of Meet: 2 Event List - Men

Event 4 Men 200 Free Prelims - 143 Entries

	Name	Age	Team
4.....	Mefford, Bryce	16	SMST-SN
4.....	Mellouli, Ous	31	TROJ-CA
4.....	Messner, Michael	18	SCSC-PC
4.....	Miller, Jackson	20	UN-02-PC
4.....	Miranda, Max	15	ABF-NE
4.....	Molinari, Joe	17	PASA-PC
4.....	Morrell, Justin	20	NCAC-NC
4.....	Mueller, Nathan	19	WA-WI
4.....	Mullis, Billy	19	UN-02-SN
4.....	Murphy, James	17	MACH-PV
4.....	Murphy, Ryan	19	CAL-PC
4.....	Naidich, Martin	24	ARG-US
4.....	Ng, Rainer	23	UN-02-UT
4.....	Nielsen, Anders Lie	24	CW-MI

Closing events...

- Work with computer operator to determine closing times per meet sheet.
- Typically: no event closes more than 30 minutes before the scheduled start of the session. Events can close no sooner than 60 minutes before the estimated start of that event (first heat).
- What does this mean? That means the computer operator will generate a timeline based on meet ref requests. Subtract 60 minutes from that start time for each event and that is the closing time. However, we cannot close the first events more than 30 minutes before so there is some adjusting for the first few events.
- Some meets may close all remaining at 10:30am so make sure to read meet sheet.
- Distance events may have a specific closing time--- keep track of this.
- If you are running a BOYS and GIRLS side, they will have independent running times and therefore independent timelines for closing as well.
- Keep track of the closing times and if meet is running faster, you will need to make adjustments- this conversation can be with the computer operator to help out.

Close events– how to do it

- One person will go down the line and highlight the swimmers that did not check into that event.
- Once highlighted, the person will call out the names to the Scratch pad person who has the complete list of names for that event. The person will highlight those names that correspond to those that have not checked in.
- Swap roles so the person on the check in list will now have the clipboard and that person will be looking at names on the table. Check the work.
- Count number of highlighted names (clipboard and check in table)
- Confirm the numbers match. Once it matches, draw a red line along the events and place clear tape over that event number. Write the # above that was scratched and time.
- Give the sheet on the clipboard to the computer operator so the event can be seeded

Check-in Report

Session 7 Friday, March 10 Prelims Boys - Day of Meet: 1 - Starts at 09:00 AM
10 & Under Event List - Boys

- Event 2 Boys 10&U 200 IM Prelims - 19 Entries
- Event 8 Boys 10&U 100 Back Prelims - 20 Entries
- Event 14 Boys 10&U 50 Free Prelims - 31 Entries
- Event 20 Boys 10&U 50 Fly Prelims - 26 Entries
- Event 24 Boys 10&U 500 Free Prelims - 11 Entries

Name	Age	Team	2	8	14	20	24
Aggarwal, Avyan	10	SRVA-PC		8	14		
Almog, Nevo	10	ALTO-PC		8	14	20	
Arneson, Jack JA	10	CROW-PC	2	8	14		
Bielicki, Calvin	10	NVST-PC			14	20	
Bruce, George R	10	PASA-PC				20	
Casula, Leonardo	9	SUNN-PC			14		
Chen, Victor VC	10	PASA-PC	2				
Chung, Lincoln T	9	BAC-PC		8	14		
Datar, Anay S	9	SCSC-PC	2			20	
Halterman, Andrew	9	RENO-PC		8		20	
Harding, Tyler A	10	PASA-PC	2		14	20	
Hoogenraad, Jurre J	9	BAC-PC			14		24
Huang, Justin UH	10	CDST-PC	2	8			24
Huwe, Colin K	10	MAC-PC	2	8	14		
Kamath, Dhruv R	10	SCSC-PC		8	14		
Khachaturyan, Vahe M	10	QSS-PC			14	20	
Kim, Eli J	10	CROW-PC	2		14		24

Handwritten red text: "4 SKO" written vertically.

Handwritten black text: "JA 7:30" written next to the row for Jack Arneson.

Check-in Report

Session 2 Friday Prelims - Day of Meet: 2

Event List - Men

Event 4 Men 200 Free Prelims - 143 Entries

	Name	Age	Team
4.....	Mefford, Bryce	16	SMST-SN
4.....	Melloui, Ous	31	TROJ-CA
4.....	Messner, Michael	18	SCSC-PC
4.....	Miller, Jackson	20	UN-02-PC
4.....	Miranda, Max	15	ABF-NE
4.....	Molinari, Joe	17	PASA-PC
4.....	Morrell, Justin	20	NCAC-NC
4.....	Mueller, Nathan	19	WA-WI
4.....	Mullis, Billy	19	UN-02-SN
4.....	Murphy, James	17	MACH-PV
4.....	Murphy, Ryan	19	CAL-PC
	[REDACTED]	24	ARG-US
4.....	Ng, Rainer	23	UN-02-UT
4.....	Nielsen, Anders Lie	24	CW-MI

3 SCR
SK
8:50

What's next???

- The computer operator will seed the event.
- Let computer operator know how many copies of what you want
- Once there is a single copy, review it and make sure it is done correctly
 - -Discuss with Meet Ref how many copies and what kind of papers you want to have for the corner.
 - -Deck Ref, Starter, Timing Operator, CJ, Admin
 - Single column, Double, triple?
 - Timing sheets
 - Heat and Lane sheets for posting

Runners...

- Someone from the Admin team will need to “teach” the runners what to do. Discuss where papers need be posted as well.
- Papers may need to be stamped with the DR/SR/ADM/Timing/CJ/Heat and Lane/ Timers
- Papers need to be taken to the corner and distributed
- Timer Sheets need to get to the timers. Heat and Lane papers need to be posted (location TBD)

Timing : Session 2

The Administrative Official is responsible for generating accurate and official meet results.

It is our job to investigate all potential timing malfunctions and resolve any timing discrepancies consistently and fairly.

Timing Priority

- Touch Pads (Automatic - Primary)
- Plungers/Buttons (Semi Automatic - Secondary)
- Watches (Manual - Tertiary)

- **CANNOT** combine two different timing systems

If the secondary or backup time is within approximately 0.3 seconds, the primary time is official.

If not, the AO should investigate.

Potential Red Flags

- Touch Pads (Automatic - Primary)
 - no pad time
 - button time(s) differ from pad by about 0.3 seconds or more
 - no button time
 - timing system operator, officials, or timers report a soft touch, missed pad, etc
 - Plungers/Buttons (Semi Automatic - Secondary)
 - no button times
 - button times are drastically different from each other
 - watch time(s) differ from button time by about 0.3 seconds or more
 - no watch time
 - timing system operator, officials, or timers report an irregularity
 - Watches (Manual - Tertiary)
 - no watch times
 - timing system operator, officials, or timers report an irregularity
 - Remember: Watch times will need to be typed into meet management software
- **CANNOT** combine two different timing systems

If the secondary or backup time is within approximately 0.3 seconds, the primary time is official.

If not, the AO should investigate.

Collect Relevant Data

- Order of Finish (OOF)
- Watch times from timers

Ask yourself:

- Does the backup time support the pad or the button?
- Was the same timer using the watch and the button? (If so, times will probably agree)
- Does OOF support the pad or button times?
- Did the timer or timing system operator report a late pad or a soft touch?
- Be proactive. Note anything that might affect accuracy issues.
 - Did the timing system start correctly? If not, heat malfunction.
 - Is it working properly?

Heat Malfunction: when automatic or semi-automatic system starts late

all lanes are equally affected

Adjust by calculating the average difference between primary times and valid back-up times. Add or subtract the difference to the primary times of every lane in that heat.

Verifying times

Ask yourself:

Do you have a pad time? yes

Is the button time within 0.3 of the pad? no

Does the watch time confirm the pad time? yes

Take the pad time.

Do you have a pad time? no

Do you have a button time? yes

Do you have a watch time? yes

Is it within 0.3 of the button time? yes

Take the button time.

Lane Malfunction

Lane	Pad	Button 1	Button 2	Button Average	Pad versus Button	Watch	Official Time
1	49.08	49.09	48.58				
2	48.86	47.73	47.75				
3	45.71	45.63	45.72				
4	44.51	44.07	44.27				
5	48.36	47.21	47.06			47.16	
6	47.88	47.80	47.74				
OOF: 4-3-5-6-1-2							

Lane Malfunction

Lane	Pad	Button 1	Button 2	Button Average	Pad versus Button	Watch	Official Time
1	49.08	49.09	48.58	48.83			
2	48.86	47.73	47.75	47.74			
3	45.71	45.63	45.72	45.67			
4	44.51	44.07	44.27	44.17			
5	48.36	47.21	47.06	47.13		47.16	
6	47.88	47.80	47.74	47.77			
OOF: 4-3-5-6-1-2							

Lane Malfunction

Lane	Pad	Button 1	Button 2	Button Average	Pad versus Button	Watch	Official Time
1	49.08	49.09	48.58	48.83	.25		
2	48.86	47.73	47.75	47.74	1.12	48.58	
3	45.71	45.63	45.72	45.67	.04		
4	44.51	44.07	44.27	44.17	.34	44.40	
5	48.36	47.21	47.06	47.13	1.23	47.16	
6	47.88	47.80	47.74	47.77	.11		
OOF: 4-3-5-6-1-2							

Lane Malfunction

Lane	Pad	Button 1	Button 2	Button Average	Pad versus Button	Watch	Official Time
1	49.08	49.09	48.58	48.83	.25		49.08
2	48.86	47.73	47.75	47.74	1.12	48.58	48.86
3	45.71	45.63	45.72	45.67	.04		45.71
4	44.51	44.07	44.27	44.17	.34	44.40	44.51
5	48.36	47.21	47.06	47.13	1.23	47.16	47.13
6	47.88	47.80	47.74	47.77	.11		47.88
OOF: 4-3-5-6-1-2							

Heat Malfunction: Timing System Operator told you the timing system started late

Lane	Pad	Button	Pad versus Button	Watch 1	Watch 2	Watch average	Pad versus Watch	Adjustment	Official Time
1	47.05			49.01	48.92				
2	45.33			47.06	47.03				
3	43.68			45.58	45.64				
4	42.18			44.20	44.15				
5	45.85			47.80	47.90				
6	45.83			47.71	47.85				
7	45.84			47.92	47.84				
8	47.10			49.11	48.97				
OOF: 4-3-2-6-5-7-1-8									

Heat Malfunction: Timing System Operator told you the timing system started late

Lane	Pad	Button	Pad versus Button	Watch 1	Watch 2	Watch average	Pad versus Watch	Adjustment	Official Time
1	47.05	46.97		49.01	48.92				
2	45.33	45.18		47.06	47.03				
3	43.68	43.61		45.58	45.64				
4	42.18	42.17		44.20	44.15				
5	45.85	45.74		47.80	47.90				
6	45.83	45.81		47.71	47.85				
7	45.84	45.64		47.92	47.84				
8	47.10	47.01		49.11	48.97				
OOF: 4-3-2-6-5-7-1-8									

Heat Malfunction: Timing System Operator told you the timing system started late

Lane	Pad	Button	Pad versus Button	Watch 1	Watch 2	Watch average	Pad versus Watch	Adjustment	Official Time
1	47.05	46.97	0.08	49.01	48.92	48.96			
2	45.33	45.18	0.15	47.06	47.03	47.04			
3	43.68	43.61	0.07	45.58	45.64	45.61			
4	42.18	42.17	0.01	44.20	44.15	44.17			
5	45.85	45.74	0.11	47.80	47.90	47.85			
6	45.83	45.81	0.02	47.71	47.85	47.78			
7	45.84	45.64	.20	47.92	47.84	47.88			
8	47.10	47.01	.09	49.11	48.97	49.04			
OOF: 4-3-2-6-5-7-1-8									

Heat Malfunction: Timing System Operator told you the timing system started late

Lane	Pad	Button	Pad versus Button	Watch 1	Watch 2	Watch average	Pad versus Watch	Adjustment	Official Time
1	47.05	46.97	0.08	49.01	48.92	48.96	+1.91		
2	45.33	45.18	0.15	47.06	47.03	47.04	+1.71		
3	43.68	43.61	0.07	45.58	45.64	45.61	+1.93		
4	42.18	42.17	0.01	44.20	44.15	44.17	+1.99		
5	45.85	45.74	0.11	47.80	47.90	47.85	+2.00		
6	45.83	45.81	0.02	47.71	47.85	47.78	+1.95		
7	45.84	45.64	0.20	47.92	47.84	47.88	+2.04		
8	47.10	47.01	0.09	49.11	48.97	49.04	+1.94		
OOF: 4-3-2-6-5-7-1-8							$15.47/8=+1.93$		

Heat Malfunction: Timing System Operator told you the timing system started late

Lane	Pad	Button	Pad versus Button	Watch 1	Watch 2	Watch average	Pad versus Watch	Adjustment	Official Time
1	47.05	46.97	0.08	49.01	48.92	48.96	+1.91	+1.93	48.98
2	45.33	45.18	0.15	47.06	47.03	47.04	+1.71	+1.93	47.26
3	43.68	43.61	0.07	45.58	45.64	45.61	+2.01	+1.93	45.61
4	42.18	42.17	0.01	44.20	44.15	44.17	+1.99	+1.93	44.11
5	45.85	45.74	0.11	47.80	47.90	47.85	+2.00	+1.93	47.78
6	45.83	45.81	0.02	47.71	47.85	47.78	+1.95	+1.93	47.76
7	45.84	45.64	0.20	47.92	47.84	47.88	+2.04	+1.93	47.77
8	47.10	47.01	0.09	49.11	48.97	49.04	+1.94	+1.93	49.03
OOF: 4-3-2-6-5-7-1-8									

Heat Malfunction with possible soft touch

Lane	Pad	Button	Pad versus Button	Watch 1	Watch 2	Watch average	Pad versus Watch	Adjustment	Official Time
1	3:03.13	3:02.91		3:08.06	3:07.91				
2	3:08.19	3:07.04		3:12.00	3:12.11				
3	3:01.02	3:00.80		3:06.07	3:06.02				
4	2:59.44	2:59.46		3:04.50	3:04.60				
5	3:07.41	3:07.18		3:12.32	3:12.31				
6	3:00.06	2:59.91		3:04.90	3:05.12				
OOF: 4-6-3-1-5-2									

Heat Malfunction with possible soft touch

Lane	Pad	Button	Pad versus Button	Watch 1	Watch 2	Watch average	Pad versus Watch	Adjustment	Official Time
1	3:03.13	3:02.91	.22	3:08.06	3:07.91				
2	3:08.19	3:07.04	1.15	3:12.00	3:12.11				
3	3:01.02	3:00.80	.22	3:06.07	3:06.02				
4	2:59.44	2:59.46	.02	3:04.50	3:04.60				
5	3:07.41	3:07.18	.23	3:12.32	3:12.31				
6	3:00.06	2:59.91	.15	3:04.90	3:05.12				
OOF: 4-6-3-1-5-2									

Heat Malfunction with possible soft touch

Lane	Pad	Button	Pad versus Button	Watch 1	Watch 2	Watch average	Pad versus Watch	Adjustment	Official Time
1	3:03.13	3:02.91	.22	3:08.06	3:07.91	3:07.98	+4.85		
2	3:08.19	3:07.04	1.15	3:12.00 3:12.00	3:12.11 3:12.11	3:12.05 3:12.05	+3.86 +5.01		
3	3:01.02	3:00.80	.22	3:06.07	3:06.02	3:06.04	+5.02		
4	2:59.44	2:59.46	.02	3:04.50	3:04.60	3:04.55	+5.11		
5	3:07.41	3:07.18	.23	3:12.32	3:12.31	3:12.31	+4.90		
6	3:00.06	2:59.91	.15	3:04.90	3:05.12	3:05.01	+4.95		
OOF: 4-6-3-1-5-2									

Heat Malfunction with possible soft touch

Lane	Pad	Button	Pad versus Button	Watch 1	Watch 2	Watch average	Pad versus Watch	Adjustment	Official Time
1	3:03.13	3:02.91	.22	3:08.06	3:07.91	3:07.98	+4.85	+4.96	
2	3:08.19	3:07.04	1.15	3:12.00 3:12.00	3:12.11 3:12.11	3:12.05 3:12.05	+3.86 +5.01	+4.96	
3	3:01.02	3:00.80	.22	3:06.07	3:06.02	3:06.04	+5.02	+4.96	
4	2:59.44	2:59.46	.02	3:04.50	3:04.60	3:04.55	+5.11	+4.96	
5	3:07.41	3:07.18	.23	3:12.32	3:12.31	3:12.31	+4.90	+4.96	
6	3:00.06	2:59.91	.15	3:04.90	3:05.12	3:05.01	+4.95	+4.96	
							24.83/5 = +4.96		
OOF: 4-6-3-1-5-2									

Heat Malfunction with possible soft touch

Lane	Pad	Button	Pad versus Button	Watch 1	Watch 2	Watch average	Pad versus Watch	Adjustment	Official Time
1	3:03.13	3:02.91	.22	3:08.06	3:07.91	3:07.98	+4.85	+4.96	3:08.09
2	3:08.19	3:07.04	1.15	3:12.00 3:12.00	3:12.11 3:12.11	3:12.05 3:12.05	+3.86 +5.01	+4.96	3:12.00
3	3:01.02	3:00.80	.22	3:06.07	3:06.02	3:06.04	+5.02	+4.96	3:05.98
4	2:59.44	2:59.46	.02	3:04.50	3:04.60	3:04.55	+5.11	+4.96	3:04.40
5	3:07.41	3:07.18	.23	3:12.32	3:12.31	3:12.31	+4.90	+4.96	3:12.37
6	3:00.06	2:59.91	.15	3:04.90	3:05.12	3:05.01	+4.95	+4.96	3:05.02
							24.83/5 +4.96		
OOF: 4-6-3-1-5-2									

Checklist for making adjustments

Confirm the pad times are valid by comparing the button times to the pad times

Check the Order of Finish to confirm the calculations

Average the watch times

Add all differentials (watch minus pad) and divide by the number of lanes

Add adjustment to pad time

Collect watch times from each lane

Calculate watch time minus the pad time

Truncate any digits after the hundredth place to finalize adjustment calculation

Checklist for making adjustments

- | | |
|---|--|
| 1 | Confirm the pad times are valid by comparing the button times to the pad times |
| 8 | Check the Order of Finish to confirm the calculations |
| 3 | Average the watch times |
| 5 | Add all differentials (watch minus pad) and divide by the number of lanes |
| 7 | Add adjustment to pad time |
| 2 | Collect watch times from each lane |
| 4 | Calculate watch time minus the pad time |
| 6 | Truncate any digits after the hundredth place to finalize adjustment calculation |

Colorado Printout

3 buttons

No touchpads

-----RACE HISTORY-----RACE 0004

	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
Button		2:51.51	2:21.44	2:32.25	3:41.54
Button			2:21.22	2:32.19	3:41.57
Button		2:51.63	2:21.49	2:32.26	3:41.43
BACKUP		2:51.57	2:21.44	2:32.25	3:41.54

-----RACE SUMMARY-----RACE 0004

200 YARD Women Freestyle 13 & OVER

EVENT: 1 HEAT: 1

---By Lane---			---By Place---		
Lane	Place	Time	Place	Lane	Time
3	3	2:51.57	1	4	2:21.44
4	1	2:21.44	2	5	2:32.25
5	2	2:32.25	3	3	2:51.57
6	4	3:41.54	4	6	3:41.54

What Colorado
time should you
look for?

-----RACE HISTORY-----RACE 0005

	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
Button		2:43.90	2:35.46	2:50.27	
Button			2:35.37	2:50.30	
Button		2:43.88	2:35.51	2:50.27	
BACKUP					

What Colorado
time should you
look for?

3 buttons - middle
button

2 buttons - average

3 buttons -
(two the same)
take duplicate
button

-----RACE HISTORY-----RACE 0005

	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
Button		2:43.90	2:35.46	2:50.27	
Button			2:35.37	2:50.30	
Button		2:43.88	2:35.51	2:50.27	
BACKUP					

-----RACE SUMMARY-----RACE 0005

200 YARD Women Freestyle 13 & OVER

EVENT: 1 HEAT: 2

---By Lane---			---By Place---		
Lane	Place	Time	Place	Lane	Time
3	2	2:43.89	1	4	2:35.46
4	1	2:35.46	2	3	2:43.89
5	3	2:50.27	3	5	2:50.27

When processing:

- Remember to show and keep all work with the packet (You must be able to show why you took the time you did when there is a discrepancy. Also, anyone should be able to look at the packet and recreate the event results.)
- Initial all pages as you check them (sheets from timing system and admin paper)
- Write any time changes, No Shows, DQs, and DFSs on the Admin sheet before sending to the computer
- Clothespin packet together and send to computer operator.

Responsibilities: Keep meet running smoothly
Prioritize: Accurate seeding first

Processing results: Confirm # of NS, DFS, DQ
Make sure names and lanes match
Scan for unusually slow/fast times

Make sure number of times for each heat match the number of swimmers for each heat

When receiving results from computer operator:
Double check NS, DFS, DQ names match

Confirm timing adjustments were made and that swimmers are ranked correctly
Scan for too many ties or check one time from each heat to confirm each race was downloaded correctly

TOP PRIORITY:

Each swimmer gets the time they earned

Types of Results:

Trials and Finals with Preliminary Heats

REAL LEAGUE CHAMPIONSHIP - AUGUST 5-7, 2022					
Results					
Event 111 Girls 11-12 100 Yard Backstroke					
Name	Age	Team	Prelim Time	Finals Time	Points
A - Final					
1 Carranza, Ysabelle C	12	Dart-SN	1:10.60	1:10.46	20
2 Howell, Lucy J	12	AC Swim Club-PC	1:09.60	1:11.26	17
3 Carpenter, Katelyn E	12	AC Swim Club-PC	1:11.02	1:11.52	16
4 Bondoc, Juliana A	11	Vallejo Aquatic Club-PC	1:10.07	1:13.29	15
5 Accettola, Santina R	12	Napa Valley Swim Team-PC	1:12.82	1:13.83	14
6 Suherman, Audrey T	11	Dart-SN	1:15.13	1:14.80	13
7 Marsden, Isabella A	12	Vallejo Aquatic Club-PC	1:17.11	1:16.07	12
8 King-Thomas, Charlotte G	12	Sonoma Sea Dragons-PC	1:17.00	1:16.25	11
B - Final					
9 Imhoff, Elise G	11	Napa Valley Swim Team-PC	1:17.55	1:17.22	9
10 Deng, Wendy	12	Neptune Swimming-PC	1:17.58	1:18.24	7
11 Osman, Sammy U	12	Dart-SN	1:18.79	1:19.31	6
12 Johnson, Sydney E	11	Sonoma Sea Dragons-PC	1:21.96	1:19.90	5
13 Stark, Anna L	12	Napa Valley Swim Team-PC	1:26.53	1:25.38	4
14 Fox, Sidney E	12	AC Swim Club-PC	1:26.42	1:27.52	3
--- Noel, Ava L	12	Neptune Swimming-PC	1:17.32	DQ	
--- Norton, Emily	11	Sebastopol Sea Serpents-PC	1:25.19	DQ	
Preliminaries					
17 Madrigal, Abby A	12	Vallejo Aquatic Club-PC	1:27.86		
18 Brodt, Marie E	11	Neptune Swimming-PC	1:29.04		
19 Trockel, Kalia	11	Sebastopol Sea Serpents-PC	1:30.37		
20 McQuilling, Vivienne J	12	Vallejo Aquatic Club-PC	1:30.75		
21 Jones-Landry, Farah S	12	Neptune Swimming-PC	1:34.02		
22 Blackmore, Ryley A	12	AC Swim Club-PC	1:38.56		
23 Graves, Maya J	11	Sebastopol Sea Serpents-PC	1:45.18		
24 Norman, Shang	11	Sebastopol Sea Serpents-PC	1:45.72		
25 Gorden, Olivia A	11	Vallejo Aquatic Club-PC	1:55.29		
26 Morgan, Asha S	12	Sebastopol Sea Serpents-PC	2:23.17		
--- Hu, Jessie	12	Neptune Swimming-PC		DQ	

2022 REAL Short Course T/F Championships - 8/5/2022 to 8/7/2022					
REAL LEAGUE CHAMPIONSHIP - AUGUST 5-7, 2022					
Results					
Event 1 Girls 11-12 200 Yard IM					
Name	Age	Team	Seed Time	Finals Time	Points
1 Imhoff, Elise G	11	Napa Valley Swim Team-PC	NT	2:44.08	20
2 Suherman, Audrey T	11	Dart-SN	2:46.90	2:46.68	17
3 Accettola, Santina R	12	Napa Valley Swim Team-PC	3:01.28	2:50.06	16
4 Johnson, Sydney E	11	Sonoma Sea Dragons-PC	2:55.00	2:55.26	15
5 Stark, Abigail N	12	Napa Valley Swim Team-PC	3:08.34	2:55.73	14
6 Perseveranda, Kalea B	12	Vallejo Aquatic Club-PC	NT	3:03.79	13
7 Harding, Margaux E	11	AC Swim Club-PC	NT	3:08.71	12
8 McQuilling, Vivienne J	12	Vallejo Aquatic Club-PC	NT	3:12.18	11
9 Stark, Anna L	12	Napa Valley Swim Team-PC	3:23.51	3:14.16	9
10 Trockel, Kalia	11	Sebastopol Sea Serpents-PC	4:05.41	3:21.82	7
11 Morgan, Sloane A	12	AC Swim Club-PC	3:38.73	3:23.56	6
12 Hamann, Lily R	11	Neptune Swimming-PC	3:47.53	3:38.88	5
--- Arbuckle, Jordan R	12	Unattached-NT	NT	X2:43.49	
--- Ross, Sidney R	12	Sebastopol Sea Serpents-PC	3:21.07	DQ	
--- Gorden, Olivia A	11	Vallejo Aquatic Club-PC	NT	DQ	

Trials and Finals
NO Preliminary Heats

Types of Results:

C/B/A Meet

Willits Otters C/B/A+ - 6/17/2023 to 6/18/2023 Results

Event 1 Girls 13-14 200 Yard Freestyle

Name	Age	Team	Seed Time	Finals Time
C - Division				
1 Olvera, Emily R	13	Mendocino Coast Sea Dragons-PC	2:32.17	2:32.25
2 Velasquez Owsiany, Emelia	14	Willits Otters-PC	NT	2:43.89
3 Quinn, eve	14	Humboldt Swim Club-PC	NT	2:50.27
4 Blakely, Leah	14	Willits Otters-PC	2:46.51	2:51.57

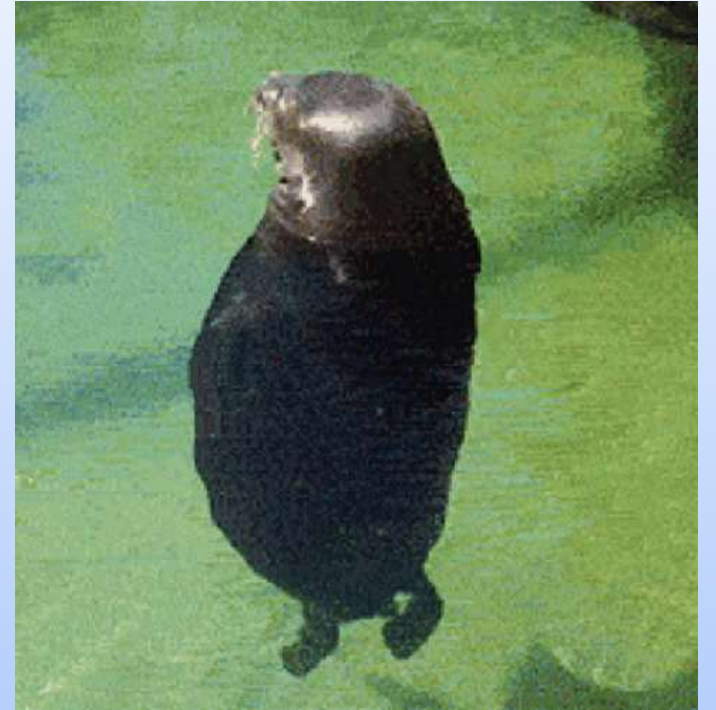
Event 1 Women 15-16 200 Yard Freestyle

Name	Age	Team	Seed Time	Finals Time
B - Division				
1 Tholberg, Lily	16	Mendocino Coast Sea Dragons-PC	2:19.58	2:21.44
C - Division				
1 Semisch, Evangeline	15	Willits Otters-PC	NT	2:35.46
2 Mendoza, Estrella	15	Willits Otters-PC	4:23.26	3:41.54

Splitting a Heat

Heat 3

1	Dunham, Suzi	3:41.26
2	Johnston, Sammy	3:26.20
3	Smith, Jenny	3:22.18
4	Moore, Jan	3:24.30
5	Mann, Georgina	3:30.41
6	Yanz, Stella	3:52.03



Jazzy Height was inadvertently scratched by the clerk of course. Her seed time is 3:26.15. How do you add this swimmer?

Splitting a Heat

1		
2	Height, Jazzy	3:26.15
3	Smith, Jenny	3:22.18
4	Moore, Jan	3:24.30
5	Johnston, Sammy	3:26.20
6		

Heat 3a

1		
2	Yanz, Stella	3:52.03
3	Mann, Georgina	3:30.41
4	Dunham, Suzi	3:41.26
5		
6		

Heat 3b

Jazzy Height was inadvertently scratched by the clerk of course. Her seed time is 3:26.15. How do you add this swimmer?

Times are verified

This can be done in an office or out on deck. This would depend on the number of Admins on your team

Once the times are verified, papers go to the computer operator who will update and print out results.

RESULTS:

- Print copies as needed. Work with Meet Director to determine where to post and what to do.
 - May need 2 copies (1 to post, 1 to keep)
 - Do you have to print one for awards? Get that to the awards team

The papers need to be filed by event number.

Filing... importance

- Make sure the papers are filed by event.
- Papers should be organized as well.
 - Final result, DQ slips stapled on top, Admin paper, DR, SR, Timing, timing system papers, timer sheets
 - Keep all scratch sheets in order. Place them into event folder or stapled on back of event paperwork.
- If data is lost, if there are time challenges from coaches etc, you need to be able to go back to your papers and provide clarification. If changes need to be made, then you can get that done. Challenges should be done 30 minutes after results are posted

Thank you for coming!

