

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. They are located in the top left, top center, and bottom right areas of the slide.

# **ADMINISTRATIVE OFFICIAL AND ADMINISTRATIVE REFEREE**

JANUARY 30, 2021

The background of the slide is a light gray gradient. It is decorated with several realistic water droplets and bubbles of various sizes, scattered across the top and right sides. The droplets have highlights and shadows, giving them a three-dimensional appearance.

# INTRODUCTIONS

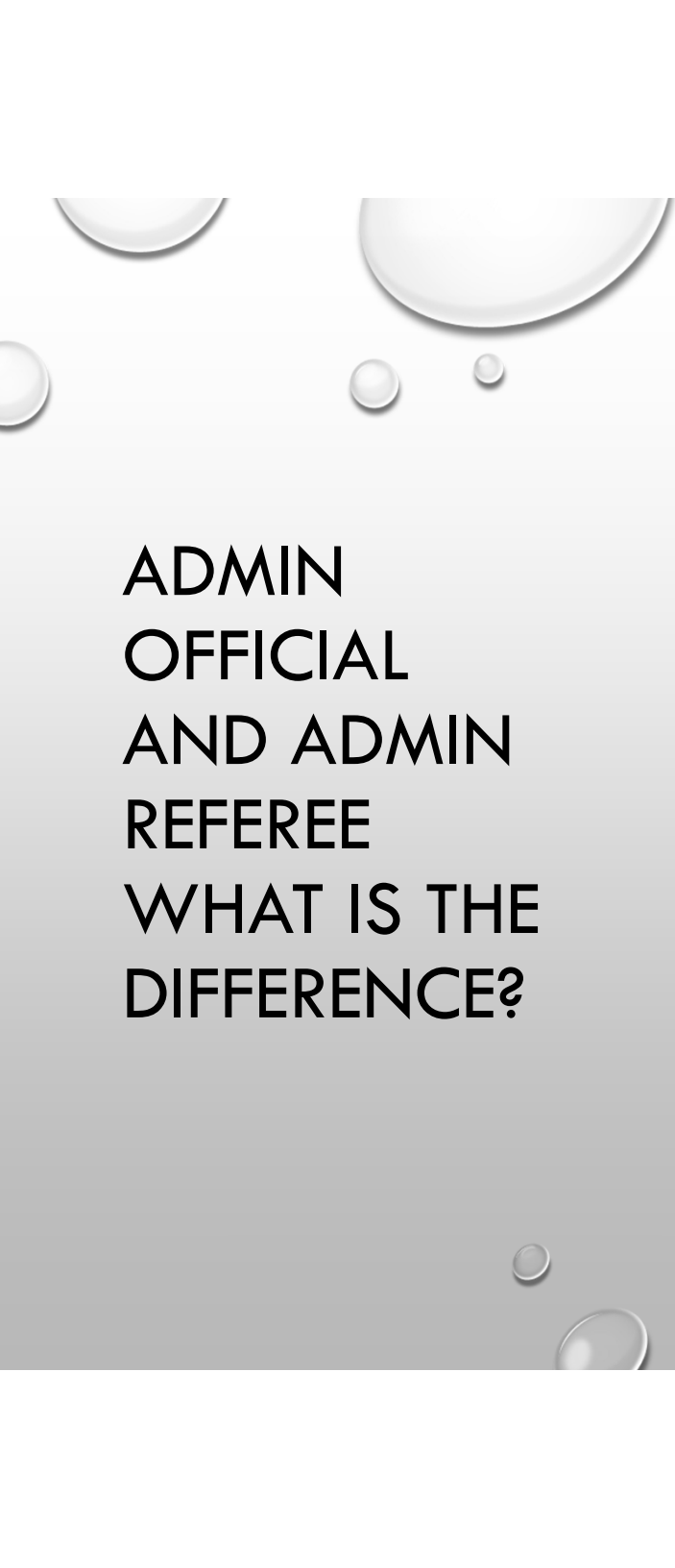
WELCOME TO THE DRY SIDE OF SWIMMING!

# WHAT IS AN ADMINISTRATIVE OFFICIAL/REFEREE

AN ADMINISTRATIVE OFFICIAL/REFEREE IS RESPONSIBLE FOR THE DRY SIDE OF THE MEET:

- WORK WITH MEET REFEREE. INTELLIGENCE OFFICER
- WORK WITH MEET DIRECTOR ON ATHLETE REGISTRATION AND ENTRY FEES
- TIME VERIFICATION (QUALIFYING MEET)
- DECK SEEDING. PRE-SEEDING AND POSITIVE CHECK-IN
- POSTING HEAT AND LANE ASSIGNMENTS
- LANE TIMER SHEETS
- DECK OFFICIALS AND TIMING SYSTEM OPERATOR HEAT SHEETS
- REVIEW AND CONFIRM OFFICIAL TIMES; RESOLVE TIMING ISSUES
- SCRATCHES, DECLARED FALSE STARTS AND DQ LOG





# ADMIN OFFICIAL AND ADMIN REFEREE WHAT IS THE DIFFERENCE?

THE ADMIN OFFICIAL AND THE ADMIN REFEREE ARE RESPONSIBLE FOR THE SAME TASKS. BOTH KNOW AND UNDERSTAND ADMINISTRATIVE RULES.

- AN ADMIN OFFICIAL (AO) USUALLY WORKS TIMED FINALS MEETS AND CAN BE PART OF THE ADMIN TEAM FOR PRELIMS AND FINALS MEET.
- AN ADMIN REFEREE (AR) IS ALSO A CERTIFIED DECK REFEREE, HAS MORE EXPERIENCE AND IS THE LEAD ADMIN AT PRELIMINARIES AND FINALS MEET.

# HAVE YOU EVER WORKED AS AN AO?



I AM NEW!

1-10 MEETS



10+ MEETS



# BREAKING DOWN ADMIN TASKS AT A MEET

**BEFORE COVID-19 VS DURING COVID-19**



# PREPARATION

## **BEFORE COVID-19 & DURING COVID-19**

REVIEW ADMINISTRATIVE RULES IN THE USA SWIMMING RULEBOOK.

READ AND BECOME FAMILIAR WITH PROTOCOLS IN THE MEET ANNOUNCEMENT.

REVIEW PROTOCOLS WITH MEET REFEREE

GATHER SUPPLIES (PENS, PENCILS, RULERS, CLIPBOARDS ETC.)

BRING FORMS





# ARRIVAL

## BEFORE COVID-19

AO/AR ARRIVES AT THE SAME TIME OR BEFORE THE MEET REFEREE

WORKS WITH MEET DIRECTOR ON REGISTRATION AND PAYMENT ISSUES

WORKS WITH CLERK OF COURSE AND MEET DIRECTOR TO SET UP CHECK-IN

TRAIN CHECK – IN VOLUNTEERS



## DURING COVID-19

AO/AR ASKS MEET REFEREE WHEN TO ARRIVE

REGISTRATION ISSUE HANDLED PRIOR TO MEET

THERE IS NO CHECK-IN.

# THE PSYCHE SHEET

## AKA HEAT AND LANE ASSIGNMENTS

### BEFORE COVID-19

MEET IS DECK SEEDED

FIRST EVENT(S) ARE CLOSED 30 MINUTES PRIOR TO THE START OF THE MEET

REMAINING EVENTS ARE CLOSED 45-60 MINUTES PRIOR TO THE START OF THE EVENT

HEAT AND LANE ASSIGNMENTS ARE POSTED

ADMIN MONITORS ACTUAL TIMELINE

### DURING COVID-19

MEET IS PRE-SEEDED.

PSYCHE SHEET IS AVAILABLE THE NIGHT BEFORE THE MEET.

SCRATCHES MAY OCCUR PRIOR TO THE START OF THE MEET





# TIMELINES

## THE MOST SOUGHT-AFTER ITEM

### BEFORE COVID-19

GENERATED BY THE COMPUTER OPERATOR BASED OF THE SCRATCH PERCENTAGE DETERMINED BY THE MEET REFEREE

DECK OFFICIALS WORK TO PACE HEATS EQUAL OR FASTER THAN THE TIMELINE  
POST **ESTIMATED** TIMELINES.

### DURING COVID-19

MEET TIMELINE IS GOVERNED BY COVID-19 HEALTH AND SAFETY RESTRICTIONS

MEET PACE IS SLOW AND RELAXED

RECOMMENDED SESSION LENGTH 2 HOURS



# EVENT RESULTS

- **BEFORE COVID-19**



COLORADO OPERATOR & HELPER ASSEMBLE EVENT PACKET WHICH IS SENT TO THE ADMIN.  
EVENT PACKET INCLUDES COLORADO HEAT SHEET, DECK REFEREE HEAT SHEET, COLORADO TIMING SHEETS AND LANE TIMER SHEETS.



ADMIN REVIEWS EVENT TIMING SHEETS; COMPUTER OPERATOR PROCESSES RESULTS; ADMIN REVIEWS RESULTS.  
RESULTS ARE POSTED

- **DURING COVID-19**



ADMIN & COMPUTER OPERATOR ARE LOCATED OUTSIDE “NEXT” TO THE COLORADO OPERATOR  
ADMIN REVIEWS TIMING SHEETS; COMPUTER OPERATOR PROCESSES RESULTS; ADMIN REVIEWS RESULTS. RESULTS ARE POSTED ON MEET MOBILE (IF POSSIBLE)

## SESSIONS

- **BEFORE COVID-19:**

SOME ZONES MAY HOLD SESSIONS FOR DIFFERENT AGE GROUPS I.E., 12 AND UNDER AND 13-18 AGE GROUPS TO ASSIST WITH ADHERING TO THE 4-HOUR RULE.

- **DURING COVID-19**

2-3 SESSIONS ARE HELD PER DAY. HELD TO MEET FACILITY RESTRICTIONS. THE 4-HOUR RULE APPLIES.



## TIME TRIALS

- **BEFORE COVID-19:**

HELD WITHIN OR INDEPENDENTLY OF A MEET WHERE AN ATHLETE RACES AGAINST THE CLOCK FOR AN OFFICIAL TIME. USUALLY HELD BETWEEN PRELIMINARIES AND FINALS TIME PERMITTING.

- **DURING COVID-19**

USED AS A WAY TO SWIM MULTIPLE STROKES DURING A HEAT TO ACCOMMODATE SMALLER NUMBER OF ATHLETES DURING LIMITED POOL AVAILABILITY.





**TIME IS RIGHT UNLESS PROVEN WRONG!**



# WHEN REVIEWING TIMES WHAT IS THE DIFFERENCE THAT INDICATES A POSSIBLE TIMING ERROR

SELECT THE CORRECT CRITERIA

0.03

1.30

0.4

0.003

0.1

0.3

# REVIEWING TIMES

## BUTTONS

IS THE DIFFERENCE BETWEEN THE SLOWEST  
TIME AND THE FASTEST TIME 0.3 OR  
GREATER?

\*USE RESOURCES TO DETERMINE CORRECT  
TIME

1:03.65

1:02.95

1:04.68

1:03.45

1:03.11

1:04.98

1:03.70

1:02.89

1:05.08

1:03.65

1:02.95

1:05.04

1:04.11

1:15.23

10:25.03

1:04.12

1:15.23

10:24.97

1:05.11

1:15.33

10:25.27

1:04.11

1:15.23

10:25.03



# REVIEWING TIMES

PAD TIME VS BUTTON TIMES

THE PAD TIME IS CORRECT UNLESS PROVEN  
WRONG

BUTTONS

1:02.33

1:02.56

1:02.44

1:02.44

PAD TIME

1:02.61 ← OFFICIAL TIME

BUTTONS

1:02.33

1:02.56

1:02.44

1:02.44

PAD TIME

1:02.98 ← POSSIBLE LATE TOUCH

ADMINS HARD AT WORK OR HARDLY WORKING?





==> RACE HISTORY <=====

=====> Race 0021 <=====  
Saturday 11-14-20 9:54.19 am

*MR*

	< Lane Number					
	< Lengths					
	< Time					
5)	02 1:02.42	3)	02 1:12.17	7)	02 1:13.87	
				9)	02 1:16.23	
					1)	02 1:37.02

	Lane 1	Lane 3	Lane 5	Lane 7	Lane 9
Button	1:36.71	1:12.14	1:02.42	1:13.87	1:16.23
Button	1:37.02	1:12.17	1:02.41	1:13.79	1:16.18
Button					
FINISH	1:36.86	1:12.15	1:02.41	1:13.83	1:16.20

=====> Colorado Time Systems -- Version 3.29.3

==> RACE SUMMARY <=====

=====> Race 0021 <=====  
Saturday 11-14-20 9:54.19 am

*ORDER OF FINISH 53791*

Colorado Time Systems

100 YARDS Boys Breaststroke 11 & Over Final

EVENT: 12 HEAT: 1

----- By Lane -----

Lane	Place	Time
1	5	1:36.86
3	2	1:12.15
5	1	1:02.41
7	3	1:13.83
9	4	1:16.20

----- By Place -----

Place	Lane	Time
1	5	1:02.41
2	3	1:12.15
3	7	1:13.83
4	9	1:16.20
5	1	1:36.86

=====> Colorado Time Systems -- Version 3.29.3

KK

```

-----< Lane Number
-----< Lengths
-----< Time
41.75      4) 02 48.97      2) 02 49.52      5) 02 50.83      1) 02 1:13.26
Lane 1      Lane 2      Lane 3      Lane 4      Lane 5
IP 1:11.49      49.47      41.66      48.97      50.57

```

=====> Colorado Time Systems -- Version 3.29.3

> RACE SUMMARY <=====> Race 0046 <=====  
 .Saturday 12-05-20 1:21.53 pm

Colorado Time Systems

50 YARDS Boys Breaststroke 11-12 Final  
 EVENT:118 HEAT: 1

----- By Lane -----			----- By Place -----		
Lane	Place	Time	Place	Lane	Time
1	5	1:13.26	1	3	41.75
2	3	49.52	2	4	48.97
3	1	41.75	3	2	49.52
4	2	48.97	4	5	50.83
5	4	50.83	5	1	1:13.26

(<backup time>)

=====> Colorado Time Systems -- Version 3.29.3

1W 1:11.35

34251

```

=> RACE HISTORY <===== Race 0044 <=====
                                Saturday 12-05-20 1:17.20 pm
-----< Lane Number
-----< Lengths
-----< Time
02 40.06      2) 02 41.96      5) 02 46.85      6) 02 48.05
KUP Lane 1 Lane 2 Lane 3 Lane 5 Lane 6
      45.43 41.91 40.00 46.73 48.01

```

*DT*

=====> Colorado Time Systems -- Version 3.29.3

```

=> RACE SUMMARY <===== Race 0044 <=====
                                Saturday 12-05-20 1:17.20 pm

```

Colorado Time Systems

50 YARDS Girls Breaststroke 11-12 Final  
 EVENT: 117 HEAT: 1

----- By Lane -----

Lane	Place	Time
1		
2	2	41.96
3	1	40.06
5	3	46.85
6	4	48.05

<45.43>

(<backup time>)

----- By Place -----

Place	Lane	Time
1	3	40.06
2	2	41.96
3	5	46.85
4	6	48.05
	1	

<45.43>

=====> Colorado Time Systems -- Version 3.29.3

ORDER OF FINISH  
 32156

=====> Race 0030  
Saturday 12-05-20 12:34.00 pm

~~DA~~

< Lane Number		< Lengths		< Time										
3)	02	34.91	2)	02	36.42	5)	02	37.77	4)	02	41.66	3)	04	1:14.54
2)	04	1:19.30	5)	04	1:21.41	4)	04	1:29.72	3)	06	1:55.92	2)	06	2:03.82
5)	06	2:06.86	4)	06	2:18.38	2)	08	2:43.76	5)	08	2:49.27	3)	08	3:12.82
4)	08	3:14.88												

BACKUP Lane 2 2:43.67 Lane 3 2:34.77 Lane 4 3:03.85 Lane 5 2:49.22

=====> Colorado Time Systems -- Version 3.29

=====> RACE SUMMARY <=====> Race 0030 <=====  
Saturday 12-05-20 12:34.00 pm

Colorado Time Systems

11-12 200 FREE

200 YARDS Girls IM 13 & Over Final  
EVENT: 101 HEAT: 1

----- By Lane -----			----- By Place -----			
Lane	Place	Time	Place	Lane	Time	
2	1	2:43.76	1	2	2:43.76	
3	3	<del>3:12.82</del>	2	5	2:49.27	
4	4	<del>3:14.88</del>	3	3	<del>3:12.82</del>	<2:34.77>
5	2	2:49.27	4	4	<del>3:14.88</del>	<3:03.85>
						(<backup time>)

=====> Colorado Time Systems -- Version 3.29

3 W-2:34.74  
A W 3:03.76

3254

Top of my class is 'Canine Companions  
and I end up being an  
Admin Official!!!





=> RACE HISTORY <===== Race 0031 <=====  
Saturday 12-05-20 12:38.33 pm

JD

< Lane Number		< Lengths		< Time	
02	30.36	4)	02 44.63	3)	04 1:04.07
04	2:33.51	4)	06 3:24.57	4)	EARLY .06

Lane 3  
CKUP 2:12.88

Colorado Time Systems -- Version 3.29.

====> RACE SUMMARY <===== Race 0031 <=====  
Saturday 12-05-20 12:38.33 p

Colorado Time Systems

Free

200 YARDS Boys IM-13 & Over Final  
EVENT: 102 HEAT: 1



----- By Lane -----  
Lane Place Time  
3 1 ~~2:14.77~~ <2:12.88> \*

----- By Place -----  
Place Lane Time  
1 3 2:14.77 <2:12.88> \*

W: 2:12.86

====> Colorado Time Systems -- Version 3.29.

\* W: 3:24.40 - LANE A  
C - 3:24.41



Saturday 12-05-20 12:51.32 pm

```

-----< Lane Number
-----< Lengths
|-----< Time
2) 30.64      2) 02 33.85      4) 02 34.89

```

*DT*

```

Lane 2      Lane 3      Lane 4
JP 28.33    22.08    23.33

```

=====> Colorado.Time Systems -- Version 3.29.

```

=> RACE SUMMARY <=====> Race 0034 <=====>
Saturday 12-05-20 12:51.32 p

```

Colorado Time Systems

25 YARDS Girls Freestyle 8 & Under Final  
EVENT:105 HEAT: 1

----- By Lane -----				----- By Place -----		
Lane	Place	Time		Place	Lane	Time
2	2	33.85	<28.33>	1	3	30.64 <22.08>
3	1	30.64	<22.08>	2	2	33.85 <28.33>
4	3	34.89	<23.33>	3	4	34.89 <23.33>
			(<backup time>)			

*DT*

=====> Colorado.Time Systems -- Version 3.2

*2 W: 28.27*  
*3 W: 22.08*  
*4 W: 23.27*  
*3 4 2*

--< Lane Number  
--< Lengths  
--< Time  
77 3) 02 45.00 2) 02 1:00.47

Lane 2 Lane 3 Lane 4  
59.48 38.11 44.75

*AS*

=====> Colorado Time Systems -- Version 3.29.3

RACE SUMMARY <=====  
Saturday 12-05-20 1:11.55 pm

Colorado Time Systems

50 YARDS Girls Backstroke 10 & Under Final  
EVENT: 113 HEAT: 1

----- By Lane -----  
Lane Place Time  
2 3 1:00.47  
3 2 45.00  
4 1 44.77

<59.48> *dt*  
<38.11> *dt*  
(<backup time>)

----- By Place -----  
Place Lane Time  
1 4 44.77  
2 3 45.00 <38.11>  
3 2 1:00.47 <59.48>

=====> Colorado Time Systems -- Version 3.29.

*2 W 59.39  
3 W 38.04  
4 W 44.59*

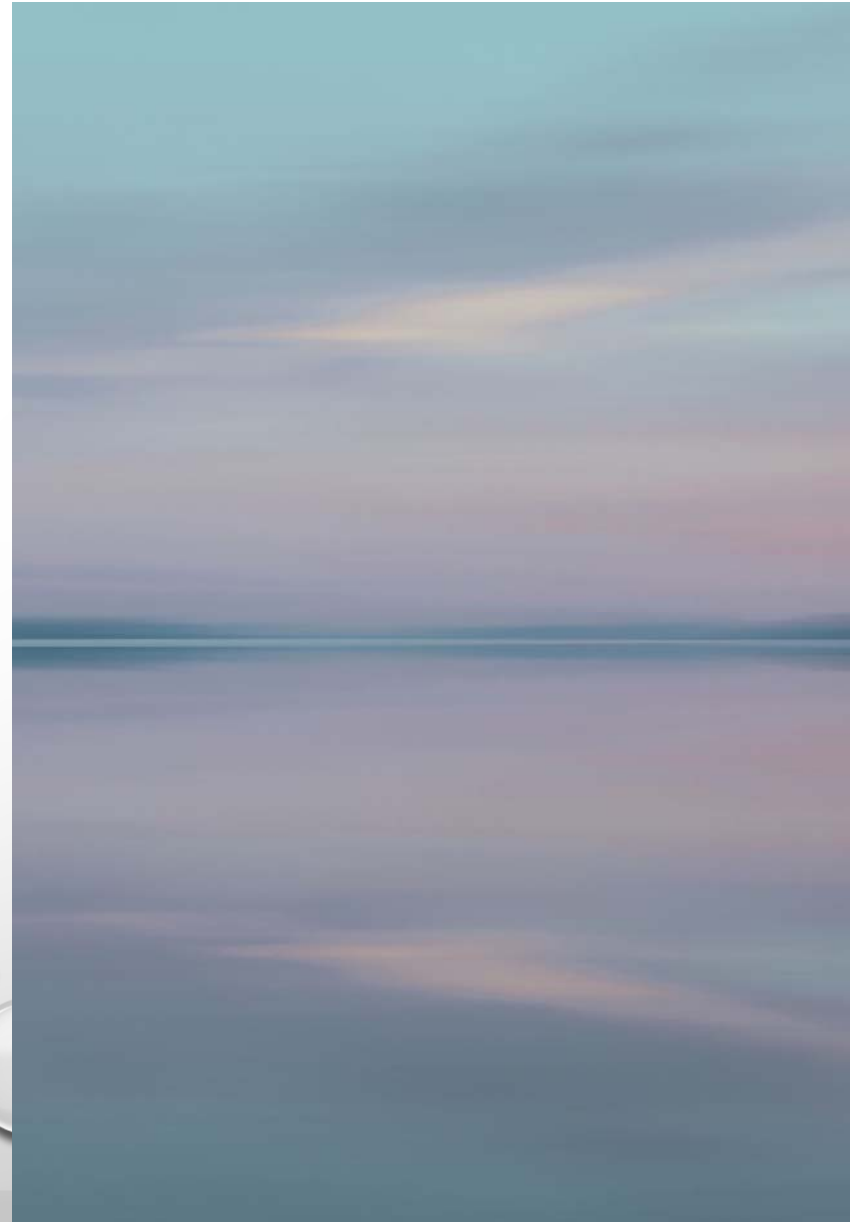
*ORDER OF FINISH  
342*





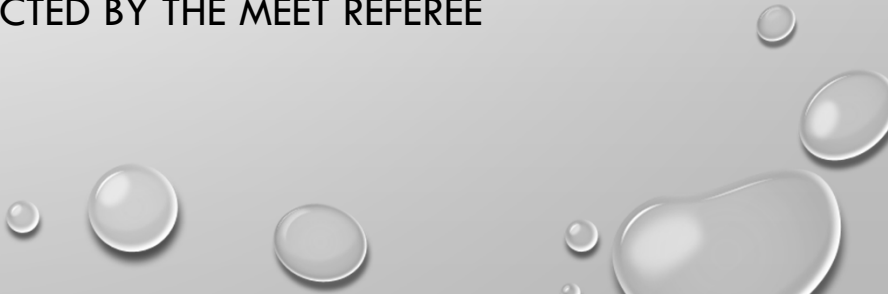
**PHEW!**

TAKE A DEEP BREATH





# DOS AND DON'TS OF TIME ADJUSTMENT

- DO USE RESOURCES TO DETERMINE CORRECT TIME
  - DO ADHERE TO ADMINISTRATIVE RULES
  - DO SEEK MEET REF ADVICE ON AN ISSUE
  - BE CONSISTENT
  - SMILE
  - DON'T ASSUME A TIME IS WRONG
  - DON'T BEND OR BE CREATIVE WITH THE RULES
  - DON'T THROW OUT A TIME UNLESS YOU ARE SURE IT IS BAD
  - DON'T SPEAK TO MEET ISSUES UNLESS DIRECTED BY THE MEET REFEREE
- 



TIME  
ADJUSTMENT  
RESOURCES

UNDERSTANDING  
ADMIN TERMS



WATCH

COACH'S WATCH

ACROSS THE BOARDS

**SCRATCH:** TO WITHDRAW AN ENTRY FROM THE COMPETITION

**SEED:** TO DISTRIBUTE THE ATHLETES AMONG THE REQUIRED  
NUMBER OF HEATS AND LANES

**DFS:** DECLARED FALSE START. ATHLETE SCRATCHES FROM AN  
EVENT AFTER EVENT HAS BEEN SEEDED

**NS:** NO SHOW

**DQ:** DISQUALIFICATION



The background features a light-to-dark gray gradient with numerous realistic water droplets of various sizes scattered across the surface. Two dark gray rectangular boxes are positioned in the lower right quadrant, one above the other, containing a few more droplets.

# ANECDOTES

# NATIONAL MEETS

## PACIFIC PRELIMINARIES & FINALS MEETS

### NATIONAL MEETS

- HOW TO APPLY
- THEIR EXPECTATIONS
- NEW FRIENDS
- NEW WAYS TO APPROACH PROBLEMS
- FUN

### PACIFIC MEETS

- OPPORTUNITY TO LEARN
- MULTI FACETED
- TEAMWORK
- ASSIGNMENTS
- FUN



# WHAT TRAITS SHOULD AN ADMINISTRATIVE OFFICIAL/REFEREE HAVE?

**Pick the three you think are the most important traits**

Calm	Organized	Flexible
Professional	Consistent	Smile!
Efficient	Able to Prioritize	Delegate
Prepared	Knowledgeable	Multi-Tasker





QUESTIONS?

