



AO

Administrative Official Clinic



## Requirements

USA Swimming Non-Athlete Membership  
Level II Background Check  
Athlete Protection Training

Pass the USAS Administrative, Timer, Timing  
Judge and Clerk of Course tests  
Participate in an Administrative Official Clinic  
Apprentice a minimum of two sessions

**LSC Restriction** – The Administrative Official,  
or AO, will never be the lead Admin during a  
LSC Championship meet.



The Administrative Official works directly for the Meet Referee and supervises/directs the following positions on the “dry” side of the meet when an Administrative Referee is not used, normally for all timed finals meets, once the meet is started:

Entry and Registration Personnel

Clerk of Course

Timing System Operator

Scoring Personnel

Timing Judge

Meet Management (Computer) Operator



Following is a brief description of the other Official positions

**Meet Referee** – Coordinates early with the LSC Officials Chair to ensure the meet is loaded within the OTS and with the host Meet Director covering any issues that would impact the efficient running of the meet. Their other tasks include fostering the growth in expertise of all officials through teaching, providing workshops and working with officials on the deck. The referee is the primary leader and educator for both new and experienced officials.



**Admin Referee** – The position encompasses not only knowledge of the Technical Rules found in Part One of US Swimming Rules and Regulations, but also the Administrative Rules of Competition found in Part Two, Articles 201 through 206. If a meet is conducted under the Age Group or Senior Program of an LSC, then specific rules concerning eligibility, registration and conduct of the meet may require unique challenges. Therefore, this position requires a Referee with a high level of experience. Works directly for the Meet Referee and supervises/directs the following positions on the ‘dry’ side of the meet once the meet starts, normally for all prelims/finals meets:



Entry and Registration Personnel

Clerk of Course

Timing System Operator

Scoring Personnel

Timing Judge

Meet Management (Computer) Operator



**Deck Referee** – The referee must have mastered the application and use of the starting and of stroke and turn rules, their fair enforcement and appropriate judging. S/he is responsible for the effective functioning of the meet and will monitor, and assist as necessary, all officials in performing their functions to ensure the participants are provided with a quality competitive swimming environment. The referee must have learned, acquired and possess a sound swimming leadership, a positive swimming attitude and active administrative skills. They are in charge of the deck or ‘wet’ side of the swimming meet, including all deck officials, with the possible exception of a Team Lead Chief Judge (when used).



**Starter** – Responsible for ensuring fair and equitable starts, accurate counting of laps for distance swimmers, order of finish and general support of the deck referee. Also responsible for the briefing of the timers prior to the start of each session.

**Chief Judge** – A Team Lead Chief Judge works directly for the Meet Referee and is responsible for briefing and scheduling officials for the meet. Chief Judges are responsible for managing the briefed protocol for stroke & turn officials and assisting in the flow of the DQ slips from the stroke & turn officials to the deck referee. The chief judges are the Stroke and Turn officials' team leaders. They are the key to the smooth running of a swim meet.



**Stroke & Turn** – Follows the briefed protocol, adheres to the briefed jurisdiction, and observes and reports on any swimmer who deviates from the legal stroke, kick & body position of the stroke being contested.

Well run meets and good competitive results are directly related to good officiating. Thorough knowledge of the rules, coupled with fair and consistent application of them, make a good official. To confidently work on deck, a Stroke & Turn Judge must study the rules, attend training sessions and work regularly at meets.



You as the Administrative Official should discuss with the Meet Referee or Administrative Referee their references 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
- Check in for events (distance, relays, etc.)
- Parading of finals and/or award presentations

- 
- Meet Management Software
  - Meet Setup in Software
  - Timed Finals or Prelim/Final Format
  - Scoring
  - Positive Check-in (if required and which events)
  - Seeding
  - Fast to slow or slow to fast for each event
  - Lane Timer Sheets, Relay Cards, Award Labels
  - Review heat sheet

- 
- Timing adjustments
  - Automatic (Primary/Touchpad)
  - Semi-Automatic (Secondary/Buttons – Two Minimum)
  - Manual - (Tertiary/Stopwatches – Three Required)
  - Explain each system and differences



## Lane malfunction within a Heat

### Lane Adjustment Using Backup Times

Time Adjustment - #44 Boys 11-12 100 Yard Breaststroke - Heat 2

Use Lane	Primary	Button 1	Button 2	ButtonCalc	Difference	Adjusted
Yes 1	1:54.11	1:54.16	1:54.16		-0.05	1:54.11
Yes 2	1:27.75	1:27.71	1:27.71		0.04	1:27.75
Yes 3	1:48.72	1:48.73	1:48.73		-0.01	1:48.72
Yes 4	1:53.72	1:53.74	1:53.74		-0.02	1:53.72
Yes 5	1:53.82	2:06.49	2:06.58		13.36	2:05.63
Yes 6	1:41.10	1:40.95	1:40.95		0.15	1:41.10

Pad and Backup Differentials: Total = 0.11 and Average = 0.02.



When you click on the 'Calc' Button, a screen will pop up very similar to the previous page, but by itself does not give you enough information to determine whether the pad (primary) or the computer 'adjusted' time is correct. The other piece of information you need to make that decision is the order of finish from either the Starter or Place Judge. If you do not have the order of finish, then you can review the actual watch times, but the watch time will almost always correspond to the button times above since the watch and button are normally operated by the same person.



If the order of finish above is 2 6 3 4 5 1, then you will conclude that the pad (primary) time of lane 5 is correct, so you would deselect the check mark under the 'use' column for lane 5, which forces the computer to only use the primary (pad) time, moving the lane 5 swimmer to 5<sup>th</sup> place rather than 6<sup>th</sup>, but also giving that swimmer a more accurate time.

(actual times adjusted for illustration)

## Heat malfunction (how Meet Manager can fix)

Time Adjustment - #5 Boys 200 Yard Freestyle - Heat 3

Use	Lane	Primary	Watch	Difference	Adjusted
===	====	=====	=====	=====	=====
No	1	2:31.94	0		2:31.94
No	2	2:22.68	0		2:22.68
No	3	2:17.54	0		2:17.54
No	4	2:15.72	0		2:15.72
No	5	2:16.17	0		2:16.17
No	6	2:16.77	0		2:16.77
No	7	2:23.59	0		2:23.59
No	8	2:28.17	0		2:28.17

Pad and Watch Differentials: Total = 0 and Average = 0



In the case on the previous page, the timing system operator tells you that he had to use a manual start. This indicates a heat malfunction, so when you get to that heat, you would click on the 'Calc' button, then at the top part of the screen, click on 'Heat Malfunction'. This brings up the screen on the previous page. You would then enter the watch times from the lane timer sheets. As you enter each watch time, a differential time between the pad time and watch time will appear under the 'Difference' column, and the adjusted time will appear. If you are confident that the watch times are correct, then you would click on 'Accept Adjusted' at the bottom of the pop up screen and the adjusted times will replace the pad times in meet manager.



If you do not trust the watch times, or for a Championship meet, you need to go a little further. Manually, go back over the previous 5-6 heats, getting the average difference between pad times and watch times (watch time minus pad time for each heat, divided by the number of heats used). Then apply that average differential back to the pad time to give you the most accurate time you are able to determine. You will then manually enter those adjusted times into meet manager under the 'Finals' column.

In both Lane and Heat malfunctions, check results against the order of finish.



USAS has come out with a great explanation for time adjustments and although the header talks of Meet Manager 5.0, the same applies to 4.0. Download the Quick Guide for Verifying Times from the Officials section of our web site and go through it. It's only a two page pdf document.

Your primary task is to ensure that the time that will be entered into SWIMS for each swimmer is as accurate as it can be. You make the determination that an error in the system has occurred, then apply a correction to fix that error.