



Potomac Valley Swimming Administrative Official Clinic

Updated: September 2024



Administrative Official Clinic

- Prerequisites to Begin Administrative Official Training (entry level position):
 - Age – 18 years or older
 - Register as a USA Swimming Official (not Parent) member in good standing (registration, athlete protection training, background check and concussion training)
- Required Before Certification
 - Complete the USA Swimming *Foundations of Officiating* course if new to USA Swimming
 - Complete an Administrative Official clinic
- Suggested Training prior to AO training
 - Computer Operator Training
 - Electronic Timing System Operator Training



Training Materials Timing System Operator

https://www.pvswim.org/official/training/TO_training.html

A screenshot of a web browser displaying the Potomac Valley Swimming website. The browser's address bar shows the URL "pvsim.org/official/training/TO_training.html". The website's header is dark blue with the Potomac Valley Swimming logo on the left and the text "POTOMAC VALLEY SWIMMING" on the right. A navigation menu below the header includes links for "What's New", "Meets", "Times", "Safe Sport", "Athletes", "Parents", "Coaches", "Officials", "About Us", and "News". On the left side of the page, there is a vertical sidebar with a light blue background and a list of menu items: "Officials Home", "Certification", "Registration", "Officials Rosters", "Officials Clinics", "Training Materials" (which is highlighted with a dark blue background), "Officials Forms", "Officials Committee", "Club Officials Contacts", "Officials Recognition", "Officials Newsletters", "Applications to Officiate", "Committee Minutes", and "Rules & Interpretations". The main content area on the right has a white background and is titled "Training Materials - Timing System Operator". Below the title, there is a list of links: "[CTS-6 Self-Paced, Computer-Based Training](#)", "[Colorado Timing System Operator Training Manual \(CTS-6\)](#)", "[PVS Timing System Operator Training Slides](#)", "[PVS Set-Ups for the CTS-6 Timing System](#)", "[Configuring a Printer for the CTS-6](#)", "[CTS-6 User's Guide](#)", "[CTS-6 Helpful Hints](#)", "[CTS-6 Sport Loader Manual](#)", "[CTS-6 Training Videos](#)", "[Notes on Operating the Daktronics OmniSport 2000 Timing System](#)", and "[Daktronics OmniSport 2000 Timing System](#)".



Computer-Based Training Timing System Operator

https://www.pvswim.org/official/training/Colorado_Timing_System_Training.pdf

Colorado Timing System

Operator Training for Potomac Valley Swimming





Training Materials Computer Operator

https://www.pvswim.org/official/training/CO_training.html

A screenshot of a web browser displaying the Potomac Valley Swimming website. The browser's address bar shows the URL "pvswim.org/official/training/CO_training.html". The website's header includes the Potomac Valley Swimming logo and a navigation menu with links for "What's New", "Meets", "Times", "Safe Sport", "Athletes", "Parents", "Coaches", "Officials", "About Us", and "News". A Facebook icon is also present. The main content area is titled "Training Materials - Computer Operator (Hy-Tek)". On the left, a sidebar menu lists various categories, with "Training Materials" highlighted in blue. The main content area lists several training resources, each with a blue underlined link: "Hy-Tek Computer Operator Self-Paced, Computer-Based Training", "PVS Meet Manager 6 Training Manual", "PVS Hy-Tek Work Flow", "Hy-Tek Tips & Tricks", "PVS Meet Manager 5 Training Manual", "Hy-Tek Meet Manager 7 Users Manual", "Hy-Tek Meet Manager 6 Users Manual", "Hy-Tek Meet Manager 5 Users Manual", "Meet Manager 7.0 Demo Version (Download)", and "Link to Hy-Tek Website".



Computer-Based Training Computer Operator

https://www.pvswim.org/official/training/Hy-Tek_Computer_Operator_Training.pdf

Computer (Hy-Tek)

Operator Training for Potomac Valley Swimming





Administrative Official Clinic Outline

- What is an Administrative Official (AO)
- Before the Meet
- During the Meet
- After the Meet
- Tips & Tricks
- Five Rules for Admin
- The AO Certification Process
- Questions

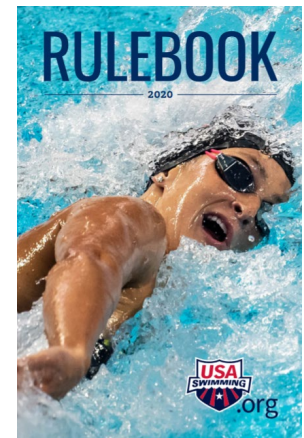


Administrative Official

102.14 ADMINISTRATIVE OFFICIAL

.1 Shall be responsible to the Referee for the supervision of the following:

- A The entry and registration process
- B Clerk of Course
- C Timing Equipment Operator
- D Scoring personnel (Hy-Tek Operator)
- E Other administrative personnel





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SWIMMING

Administrative Official

102.14 ADMINISTRATIVE OFFICIAL

- .2 Shall be responsible to the Referee for:
 - A The accurate processing of entries and scratches.
 - B Accurate seeding of preliminary, semi-final and final heats.
 - C Determination and recording of official time.
 - (1) Receiving and reviewing the automatic and/or semi-automatic timing results from the Timing Equipment Operator and comparing primary timing results with the back-up timing results to determine their validity.
 - (2) Receiving the times recorded by the Head Lane Timers from the Chief Timer and the order of finish data from the Place Judges and using that data to the extent needed to determine the official time for each swimmer.
 - (3) Unless otherwise directed, notifying the Referee whenever a time obtained by the primary timing system cannot be used as the Official Time.
 - (4) Recording disqualifications approved by the Referee.
 - D Determination of the official results.
 - E Publication and posting of results and scores.
- .3 Shall perform other duties assigned by the Referee.



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Administrative Official

- ***The Administrative Official must:***
 - Know the administrative rules of USA Swimming and LSC procedures
 - Ensure those rules are followed and that all swimmers have their results fairly and accurately recorded
 - Supervise the administrative aspects (“dry side”) of the swimming competition



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Administrative Official

- ***The Administrative Official must:***
 - **Consult with the Meet Referee on specific duties and responsibilities for that meet**
 - **Work with the Meet Director to ensure smooth operation of that meet**
 - **Ensure that all the administrative positions of that meet are properly being fulfilled**



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Administrative Official

- Although not recommended, the Administrative Official can also fill another “dry deck” position:
 - Computer Operator, Timing System Operator, Clerk of Course, Timing Judge, or Meet Director
- The Administrative Official **CANNOT** also fill a “wet deck” position (102.10.3):
 - This includes Meet Referee and Deck Referee
 - However, a Referee can also serve as AO as long as there is another Referee serving as Deck Referee



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Administrative Official

BEFORE THE MEET



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Meet Announcement

- ***The Meet Announcement:***
 - Provides the specific administrative procedures for that meet, such as:
 - swimmer eligibility
 - entry requirements
 - deadlines (positive check-in, scratch)
 - scoring & awards
 - Along with the LSC Policies & Procedures Manual and the USA Swimming Rule Book provides the administrative direction for the competition



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Eligibility and Entries

- *Eligibility and Entry Process*
 - Specified in the Meet Announcement
 - Primarily the responsibility of the Meet Director (except for championship meets)
 - Are Deck Entries allowed?
 - LSC policy on swimmers with a disability



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Registration Recon

- *Verify the status of all competitors*
- *Performed by designated LSC person*
 - Are they registered with USA Swimming?
 - Is their name/DOB/USA-S ID correct?
 - Are they entered with the proper team?
 - Have 18&O athletes completed Athlete Protection training?
 - Have Flex members already competed in 2 meets?



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Deck Entries

- *Review the Procedures for Deck Entries (if allowed) with the Meet Director*
 - Deadlines and cost of deck entries
 - Deck entry forms
 - Accounting for the money (log?)
 - If the swimmer is already entered in the meet, ensure the deck entry is in compliance with the number of entries per day/per meet.
 - If the swimmer is not already entered in the meet, ensure that the swimmer is properly registered (team registration list, USA Swimming app) and make sure all the swimmer information is accurately entered in the database.



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Exceptions Report

- ***Eligibility & Integrity Check***
 - Entered in too many events
 - Does not meet the time standard
 - Ages that are not correct
- ***Usually corrected by the Meet Director before the meet, but don't always assume that.***



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- Reports Labels Check for Updates Help
- Memorized Reports
- Administrative >
- Events
- Teams
- Athlete Rosters
- Sessions
- Records
- Time Standards
- Entry Lists
- Split Sheets
- Psych Sheets
- Meet Program
- Meet Check-in
- Lane/Timer Sheets
- Warm-up Sheet
- Results
- Scores
- Meet Summary
- Backup Button Statistics
- Exceptions Report**
- Record Forms
- Points Systems
- Results Conversions
- Medal Count
- Export/Import Files Report

Exceptions Report

Exceptions Report

Select All De-Select All Preferences Create Report

Session List

| Day | Start Time | Session # | Course | Session Title |
|-----|------------|-----------|--------|------------------------------|
| ✓ 1 | 05:40 PM | 1 | Y | Thursday GIRLS Distance |
| ✓ 1 | 05:40 PM | 1A | Y | Thursday BOYS Distance |
| ✓ 2 | 08:30 AM | 2 | Y | Friday 11-14 GIRLS session |
| ✓ 2 | 08:30 AM | 2A | Y | Friday- 11-14 BOYS Session |
| ✓ 2 | 01:30 PM | 3 | Y | Friday 10 & Under Prelims |
| ✓ 2 | 06:00 PM | 4 | Y | Friday FINALS |
| ✓ 3 | 08:30 AM | 5 | Y | Saturday 11-14 GIRLS Prelims |
| ✓ 3 | 08:30 AM | 5A | Y | Saturday 11-14 BOYS Prelims |

Check 1 Std if Time Std Report

| Tag | Time Stds |
|------|--------------------------|
| AAAA | <input type="checkbox"/> |
| AAA | <input type="checkbox"/> |
| AA | <input type="checkbox"/> |
| NCSA | <input type="checkbox"/> |
| NST | <input type="checkbox"/> |

Each Team on a Separate Page
 Include birth date
 Include registration ID

Max Entries | Stds/Qual | Miscellaneous | Reg Ck / Proof of Time

Exceed Maximum Entries per Athlete
 Max entries including relays : 14
 Max individual entries : 6
 Max relay entries : 8

Exceed Maximum Entries per Team per Event
 Maximum entries per team :

Include * Entries
 Include Exhibition
 Count Relay Alternates (5-8)

Exceed Maximum Bonus Entries per Athlete
 Max Bonus entries : Min qualified time entries :

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HY-TEK's MEET MANAGER 7.0 - 6/21/2020 Page 1

2020 PV 14&U Junior Olympic Championships - 3/12/2020 to 3/15/2020

Exceptions Report - All Events

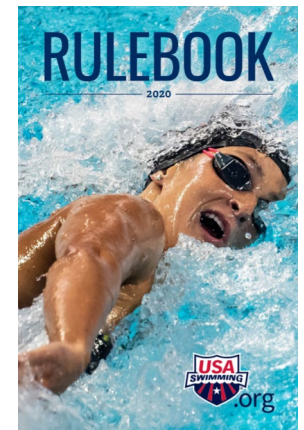
Entry Max = 14, Individual Entry Max = 6, Relay Entry Max = 8

| Event | Seed |
|--|---------|
| 1 - Female - Age: 12 - RMSC-PV - ID#: - DOB: | |
| #17 Girls 11-12 50 Breaststroke | 35.01 |
| #51 Girls 11-12 100 IM | 1:09.41 |
| #57 Girls 11-12 100 Breaststroke | 1:17.75 |
| #63 Girls 11-12 50 Backstroke | 32.32 |
| #87 Girls 12 & Under 200 Breaststroke | 2:51.43 |
| #93 Girls 11-12 100 Backstroke | 1:07.42 |
| #99 Girls 11-12 50 Freestyle | 28.28 |



Timing Systems

102.23 – TIMING RULES





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Timing Systems

- *Know what type of timing system is being used at the meet*
 - Automatic Timing
 - primary – touchpads, secondary – buttons, tertiary – watches
 - Semi-Automatic Timing
 - primary – two buttons per lane, secondary – watches
 - Manual Timing
 - primary – three watches per lane



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Backup Times

Why do we require backup times?

– 102.23.1D

Backup Timing System Requirement — Except when the primary system consists of watches, backup timing shall be provided for all competitors. No swimmer shall be required to re-swim a race due to equipment failure which results in unrecorded or inaccurate time or place. It is the Meet Director's responsibility to provide the proper timing systems so that swimmers can expect to achieve official times that will satisfy the requirements of 102.23.1C.



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Automatic Timing

Automatic Timing

This is the type of timing used at most of PVS meets. Timers are used to operate the required backup timing systems (semi-automatic and manual)

Requirements

When Automatic Timing is used as the primary system, a minimum of one timer is required to operate both the secondary (button) and tertiary (stopwatch) backup systems.

Guidelines

Having to operate a backup button, a watch, and handle the clipboard is too much to ask of a timer, particularly when doing dive-over starts with a 15 sec. heat interval. So, the recommendation is for two timers; one timer operates a stopwatch and button, the other timer operates a button and handles the clipboard.



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Semi-Automatic Timing

Semi-Automatic Timing

This type of timing uses an electronic timing system without touchpads. The primary timing system is buttons, with stopwatch backup.

Requirements

When Semi-Automatic Timing is used as the primary system, a minimum of two buttons is required. Each must be operated by a separate timer. A backup consisting of at least one stopwatch is required.

Guidelines

The recommendation is for two timers; one timer operates a stopwatch and button, the other timer operates a button and handles the clipboard.



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Manual Timing

Manual Timing

This type of timing uses stopwatches only.

Requirements and Guidelines

When using Manual Timing, three stopwatches per lane are required, each operated by a separate timer.



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Administrative Official

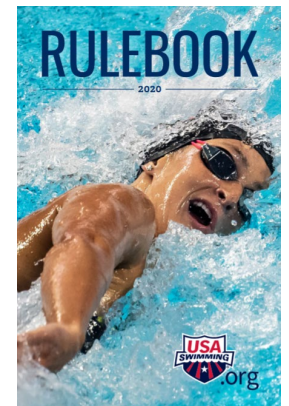
DURING THE MEET



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Seeding

102.5 – SEEDING, LANE ASSIGNMENTS, SWIM-OFFS, AND ORDER OF HEATS





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Seeding

- ***Different Types of Seeding***
 - Timed Finals
 - Slow-to-fast or fast-to-slow
 - Non-conforming times seeded last
 - Prelims/Finals
 - Circle seeding for the fastest three heats (or 2 if 400 y/m or more)
 - Timed Finals with fastest heat(s) at finals
- ***Deck Seeding (positive check-in)***
 - Individual event check-in
 - Check-in by team



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Check-In by Event

Check-in Report

Session 1 Friday Distance - Day of Meet: 1 - Starts at 05:50 PM
13-14 Event List - Girls

3

Event 1 Girls 13&O 200 Back Finals - 10 Entries

| 1 | Name | Age | Team |
|----------------|----------------------------------|---------------|---------------------|
| <u>LB</u> | Bloch, Laurence S | 14 | HOYA-PV |
| <u>KC</u> | Cotton, Kathryn L | 13 | OCCS-PV |
| <u>RR</u> | Foreman, Anise N | 13 | UNAT |
| <u>SCRATCH</u> | Hough, Kendall R | 13 | OCCS-PV |
| <u>lc</u> | Murphy, Briana E | 14 | MACH-PV |
| <u>AQ</u> | Queen, Alison C | 13 | MACH-PV |
| <u>ER</u> | Roesel, Erica C | 13 | SDS-PV |
| --- | Skowronski, Kristen T | 13 | UN MG PV |
| <u>KS</u> | Sutherland, Kerry M | 14 | AAC-PV |
| <u>---</u> | Wysor, Rachel | 14 | AAC-PV |



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Check-In by Team

Potomac Valley Swimming - For Office Use Only License HY-TEK's MEET MANAGER 4.0 - 4/7/2013
2013 PV 15th Annual Spring Championships - 3/22/2013 to 3/24/2013
Check-in Report
 Session 2 Saturday morning 11-12 year olds - Day of Meet: 2 - Starts at 07:50 AM
 11-12 Event List - Girls - BW ST

Event 25 Girls 11-12 50 Back Finals - 4 Entries
 Event 29 Girls 11-12 100 Fly Finals - 4 Entries
 Event 35 Girls 11-12 50 Breast Finals - 4 Entries
 Event 39 Girls 11-12 100 Free Finals - 4 Entries
 Event 45 Girls 11-12 100 IM Finals - 3 Entries

| Name | Age | Team | 25 | 29 | 35 | 39 | 45 |
|---------------------|-----|---------|-----|-----|-----|-----|-----|
| Dinh, Trang | 12 | BWST-PV | | --- | | --- | |
| Gordon, Alexandra J | 11 | BWST-PV | --- | | | | --- |
| Herbstritt, Katie E | 12 | BWST-PV | | --- | | | |
| Holstein, Regan | 11 | BWST-PV | | | --- | | --- |
| Hricik, Madison N | 11 | BWST-PV | --- | | --- | | --- |
| Korotovskikh, Dana | 11 | BWST-PV | | | --- | | |
| Myers, Kristen | 12 | BWST-PV | --- | --- | | | |
| Smithers, Natalie R | 11 | BWST-PV | | --- | --- | | --- |
| Vannell, Lauren S | 11 | BWST-PV | --- | | | | --- |
| Winklosky, Katie E | 11 | BWST-PV | | | | | --- |



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Seeding



- ***Key Points***

- When there are two or more heats in an event, there shall be a minimum of three swimmers seeded into any one preliminary heat, but subsequent scratches may reduce the number of swimmers in such heat to less than three (102.5.1E).
- The order of heats will be stated in the meet announcement. If not stated, the heats will be slow-to-fast (102.5.4 & 102.5.6).
- Seed the fastest swimmers in the middle of the pool (102.5.3)
 - 6-lane pool: 3-4-2-5-1-6
 - 8-lane pool: 4-5-3-6-2-7-1-8
 - 10-lane pool: 5-6-4-7-3-8-2-9-1-10



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Seeding

- *Scenario*

- Timed finals
- 8-lane pool
- Seeding slowest-to-fastest
- 17 swimmers entered

- *Solution*

- 17 swimmers means three heats
- Slowest heat must have 3 swimmers
- Therefore, the next slowest heat has 6 swimmers
- Heat 2 seeding: 4-5-3-6-2-7



Seeding

- *Poll Question Answer*

- 8-lane pool: 4-5-3-6-2-7-1-8
- Fastest Swimmer: A, Slowest Swimmer: Q

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



POTOMAC VALLEY
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Timing Judge

- ***Determining the official time is the most important job of the Administrative Official***
 - Rule 102.23 – Timing Rules
 - Understand the use of primary and backup timing systems
 - Understand how to apply the rules for using a backup time when you have determined a primary system malfunction
 - Order of Finish is another piece of information that can come in handy
 - The following slides will review some timing scenarios. Use common sense and consistent procedure to make the best timing judgment.
 - Don't get wrapped up in the procedures and make a good primary time into a bad time.



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SWIMMING

Timing Judge

- ***102.23.4A: Automatic Timing – When recorded by properly operating automatic equipment, the pad time shall be the official time.***
- ***You must prove the pad time is incorrect***
- ***Use button time, watch times and order of finish***
 - Talk to the timers: Was there timer error? Was there a late or soft touch?
 - How confident is the starter in the order of finish



Timing Judge

- **102.23.4C/D/E**

- C Primary Timing System Malfunction** — A malfunction may have occurred if:
 - (1) The difference between the time obtained by the primary system and the back-up system(s) is approximately .30 second or greater; or
 - (2) The place judge(s) reports a different order of finish; or
 - (3) It is reported the swimmer missed the touchpad or had a soft touch.
- D Adjustment for Malfunction on a Lane** — When a malfunction is confirmed on a lane, the back-up times for that lane shall be calculated in accordance with 102.23.4B and integrated with the accurate primary times in establishing the official time and determining the results.
- E Adjustment for Malfunction Equally Affecting an Entire Heat** — When, because of an early or late start, or other equipment or operator malfunction, the time of the automatic or semi-automatic primary timing system is equally incorrect for all the lanes in a heat, but the order of finish and thus the absolute difference of time between the swim-



Timing Judge

- **102.23.4B**

B Semi-Automatic and Manual Timing — Whenever semi-automatic or manual timing is used, only valid times shall be used in calculating the official time. The times shall be determined as follows:

- (1) If two of the three valid button or watch times agree, that shall be the time for that timing system.
- (2) If three valid buttons or watches disagree, the time of the intermediate button or watch shall be the time for that timing system.
- (3) If only two valid button or watch times are available, the time shall be the average of those two buttons or the average of the two watch times. The digits representing thousandths of a second shall be dropped with no rounding.
- (4) If only one button or watch time is available, the time of that button or watch shall be the time for that timing system unless that time conflicts with other information. If such a conflict exists, the Administrative Official shall gather as much data as possible and determine the time.



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Timing Judge

• USA Swimming Guidelines

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

The new USA Swimming rule change in 102.24.48 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 available?
- 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 **HELP** 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

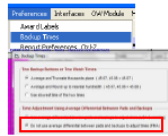
What is your proof the pad time is not accurate?

- 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 USA2 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 Sun Menu



MM 6.0 on the Setup Screen

on the Sun Menu



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



1

4/25/2016

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

| Swimmer | Start Time | Finish Time | OOF | Backup Time | Backup 2 | Backup 3 | Order of Finish | Official Time |
|---------|------------|-------------|-----|-------------|----------|----------|-----------------|---------------|
| 1 | 1:12.72 | | | | | | 1 | 1:12.72 |
| 2 | 1:19.80 | 1:19.80 | | | | | 2 | 1:19.80 |
| 3 | 1:22.01 | 1:22.01 | | | | | 3 | 1:22.01 |
| 4 | 1:22.38 | 1:22.38 | | | | | 4 | 1:22.38 |
| 5 | 1:22.38 | 1:22.38 | | | | | 5 | 1:22.38 |
| 6 | 1:22.38 | 1:22.38 | | | | | 6 | 1:22.38 |
| 7 | 1:22.38 | 1:22.38 | | | | | 7 | 1:22.38 |

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 1:02.24.48(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. 102.24.48(3)

Lane 5: Backup Button 2 supports the pad time, so 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. 102.24.48(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. 102.24.48(4)

*Watch times 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.

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.

| Swimmer | Normal | Button 1 | Button 2 | Button 3 | Adjusted |
|---------|---------|----------|----------|----------|----------|
| 1 | 1:12.72 | | | | 1:12.72 |
| 2 | 1:19.80 | 1:19.80 | | | 1:19.80 |
| 3 | 1:22.01 | 1:22.01 | | | 1:22.01 |
| 4 | 1:22.38 | 1:22.38 | | | 1:01.86 |
| 5 | 1:22.38 | 1:22.38 | | | 1:22.38 |
| 6 | 1:22.38 | 1:22.38 | | | 1:02.36 |
| 7 | 1:22.38 | 1:22.38 | | | 1:22.38 |
| 8 | 1:22.38 | 1:22.38 | | | 1:22.38 |

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 "P" in the AdjStat column in MM 5.0 and MM 6.0*

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

2

4/25/2016

[https://www.pvswim.org/official/training/Timing_Adjustment_Reference_Guide_as_of_May%202016\(v1\).pdf](https://www.pvswim.org/official/training/Timing_Adjustment_Reference_Guide_as_of_May%202016(v1).pdf)



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Timing Judge

Race Number

Each start of the Timing System generates a Race Number regardless of whether swimming is taking place. Accordingly, each heat is represented by a Race Number that is independent of the Event and Heat Number.



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Timing Judge

Getting the times from the Timing System:

Get Times : F3

Asks the Timing System for Event X, Heat Y

If that doesn't work,

(e.g. the Timing System was on the wrong event/heat or multiple heats were combined)

Race # : F2

Asks the Timing System for Race # Z
(get the Race # from Timing System Operator)

Make sure you are getting the correct times



POTOMAC VALLEY
SWIMMING

Timing Judge

“Get Times” Myths – All False

- *You must use “Race #” for the first heat of a session*
- *You must use “Race #” if you pull the heats out of sequence (e.g. Heat 1 → Heat 3 → Heat 2)*
- *You must use “Race #” if you have to re-pull a heat from the timing system*



POTOMAC VALLEY
SWIMMING

Timing Judge

These times look reasonable, right?

(Semi-Automatic Timing average of two buttons)

Heat 2 of 7 == Finals == Event 28 Boys 10 and Under 50 LC Meter Backstroke

| Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts |
|-----------|-------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|-----|
| NT | 48.47 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | 3 | 22 | |
| NT | 46.78 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | 2 | 19 | |
| NT | 44.11 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | 1 | 9 | |
| NT | 53.15 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | 5 | 32 | |
| NT | 57.00 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | 6 | 37 | |
| NT | 51.72 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | 4 | 27 | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |

Wrong!



POTOMAC VALLEY
SWIMMING

Timing Judge

- *The following scenarios assume that touchpads are the primary timing system, two buttons are the secondary system, and at least one stopwatch is the tertiary system (**automatic timing**)*
- *Later we will look at some scenarios for when two buttons are the primary timing system (**semi-automatic timing**)*



POTOMAC VALLEY
SWIMMING

Timing Judge

Prior to the first session, make sure the meet is set up to follow the USA Swimming/World Aquatics timing rules

Meet Manager versions 6.0, 7.0, and 8.0 (Set-up -> Meet Set-up)

Time Adjustment Method

- FINA rules
- USA Swimming rules prior to 1 May 2016



Timing Judge

- *Primary times supported by two backup buttons*
 - This is what is supposed to happen!

Heat 3 of 3 == Finals == Event 9 Girls 9-10 100 Yard Butterfly

| Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL |
|-----------|-------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|
| 1:47.31 | 1:48.13 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:48.10 | 1:47.96 | | 10 | 17 |
| 1:42.66 | 1:32.97 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:33.10 | 1:33.00 | | 5 | 8 |
| 1:38.49 | 1:42.66 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:42.67 | 1:42.66 | | 7 | 13 |
| 1:33.06 | 1:30.15 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:30.18 | 1:30.12 | | 3 | 4 |
| 1:31.74 | 1:22.06 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:22.09 | 1:22.00 | | 1 | 1 |
| 1:32.98 | 1:27.73 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:27.85 | 1:27.86 | | 2 | 3 |
| 1:37.62 | 1:32.44 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:32.37 | 1:32.37 | | 4 | 7 |
| 1:39.27 | 1:38.69 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:38.58 | 1:38.73 | | 6 | 11 |
| 1:45.41 | 1:46.40 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:46.40 | 1:46.41 | | 9 | 16 |
| 1:49.44 | 1:43.96 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:43.94 | 1:43.99 | | 8 | 15 |



Timing Judge

- *Primary time supported by one backup button*
 - Usually a valid time
 - May need to verify watch time and/or order of finish

Heat 1 of 8 == Finals == Event 1 Girls 12 and Under 500 Yard Freestyle

| Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | I |
|-----------|-------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|---|
| 6:16.41 | 5:55.46 | <input type="checkbox"/> | <input type="checkbox"/> | | 5:55.46 | | | 2 | 2 | |
| 6:14.87 | 6:06.68 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:06.57 | | | 5 | 6 | |
| 6:11.57 | 6:05.43 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:05.46 | 6:05.38 | | 3 | 3 | |
| 6:06.44 | 6:08.19 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:08.19 | 6:08.13 | | 6 | 8 | |
| 6:05.52 | 6:05.53 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:05.71 | 6:05.42 | | 4 | 4 | |
| 6:06.36 | 5:54.55 | <input type="checkbox"/> | <input type="checkbox"/> | | 5:54.66 | 5:54.51 | | 1 | 1 | |
| 6:06.55 | 6:08.65 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:08.63 | | | 7 | 9 | |
| 6:13.18 | 6:11.59 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:11.57 | | | 8 | 11 | |
| 6:15.80 | 6:12.52 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:12.49 | 6:12.30 | | 9 | 12 | |
| 6:16.70 | 6:13.57 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:13.54 | 6:13.68 | | 10 | 13 | |



Timing Judge



- *Backup buttons disagree. One supports primary time.*
 - Usually a valid time
 - May need to verify watch time and/or order of finish
 - DO NOT delete the bad button time

Heat 1 of 10 == Finals == Event 8 Boys 9-10 50 Yard Backstroke

| Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts |
|-----------|-------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|-----|
| NT | 51.84 | <input type="checkbox"/> | <input type="checkbox"/> | | 47.75 | 51.78 | | 6 | 74 | 9 |
| NT | 45.39 | <input type="checkbox"/> | <input type="checkbox"/> | | 45.30 | 45.16 | | 3 | 46 | |
| NT | 40.54 | <input type="checkbox"/> | <input type="checkbox"/> | | 40.48 | 40.58 | | 1 | 15 | |
| NT | 57.76 | <input type="checkbox"/> | <input type="checkbox"/> | | 57.72 | 57.60 | | 8 | 80 | |
| NT | 57.44 | <input type="checkbox"/> | <input type="checkbox"/> | | 57.36 | 57.33 | | 7 | 79 | |
| NT | 46.61 | <input type="checkbox"/> | <input type="checkbox"/> | | 46.52 | 46.43 | | 4 | 58 | |
| NT | 49.20 | <input type="checkbox"/> | <input type="checkbox"/> | | 49.12 | 49.08 | | 5 | 69 | |
| NT | 44.80 | <input type="checkbox"/> | <input type="checkbox"/> | | 44.68 | 44.72 | | 2 | 40 | |



Timing Judge

POTOMAC VALLEY
SWIMMING

- *No backup buttons*

- Need to verify with watch time and/or order of finish
- If pad is not verified by the watch and OOF, DO NOT enter the watch time(s) into the button fields. Enter the watch time as the Finals Time

Heat 2 of 8 == Finals == Event 1 Girls 12 and Under 500 Yard Freestyle

| Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts | |
|-----------|-------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|-----|---|
| 6:33.27 | 6:20.93 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:20.79 | 6:20.92 | | 5 | 21 | | |
| 6:30.90 | 6:36.88 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:36.97 | 6:36.89 | | 9 | 39 | | |
| 6:29.01 | 6:11.58 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:11.54 | 6:11.59 | | 2 | 10 | | |
| 6:28.12 | 6:25.57 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:25.58 | 6:25.56 | | 8 | 26 | | |
| 6:22.82 | 6:07.97 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | 1 | 7 | | b |
| 6:26.49 | 6:19.09 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:19.02 | 6:19.00 | | 4 | 20 | | |
| 6:28.94 | 6:25.01 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:24.80 | | | 7 | 25 | | |
| 6:29.46 | 6:16.48 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:16.24 | 6:16.40 | | 3 | 15 | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| 6:34.67 | 6:22.57 | <input type="checkbox"/> | <input type="checkbox"/> | | 6:22.49 | 6:22.53 | | 6 | 23 | | |



Timing Judge



- *Lane malfunction (late pad). Backup buttons agree*
 - May need to verify with watch time and/or order of finish
 - Use the average of the buttons

| Heat 4 of 11 == Finals == Event 9 Girls 12 and Under 50 LC Meter Breaststroke | | | | | | | | | | | | |
|---|-----------|-------------|-------------------------------------|--------------------------|--------|----------|----------|----------|-----|----|-----|---------|
| | Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts | AdjStat |
| V | 52.99 | NS | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| | 52.51 | 47.77 | <input type="checkbox"/> | <input type="checkbox"/> | | | 47.74 | 47.72 | 2 | 23 | | |
| | 51.26 | 48.13 | <input type="checkbox"/> | <input type="checkbox"/> | | | 48.14 | 48.12 | 3 | 26 | | |
| V | 51.22 | 45.03 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 70 F | | 44.89 | 44.94 | | | | |
| | 51.25 | NS | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| V | 52.28 | NS | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| | 52.59 | 54.10 | <input type="checkbox"/> | <input type="checkbox"/> | | | 51.31 | 51.27 | 4 | 47 | | ? y |
| | 53.27 | 46.71 | <input type="checkbox"/> | <input type="checkbox"/> | | | 46.61 | 46.76 | 1 | 20 | | |



POTOMAC VALLEY
SWIMMING

Timing Judge

Calc : Ctrl-K



Time Adjustment - #9 Girls 12 & Under 50 LC Meter Breaststroke - Heat 4

Create Report

Show Heat Malfunction

| Lane Adjustment Using Backup Times | | | | | | | | | |
|-------------------------------------|------|---------|----------|----------|----------|-------------|------------|---|----------|
| Use | Lane | Primary | Button 1 | Button 2 | Button 3 | Button Calc | Difference | | Adjusted |
| <input checked="" type="checkbox"/> | 1 | NS | | | | | 0 | | NS |
| <input checked="" type="checkbox"/> | 2 | 47.77 | | 47.74 | 47.72 | 47.73 | 0.04 | | 47.77 |
| <input checked="" type="checkbox"/> | 3 | 48.13 | | 48.14 | 48.12 | 48.13 | 0.00 | | 48.13 |
| <input checked="" type="checkbox"/> | 4 | 45.03 | | 44.89 | 44.94 | 44.91 | 0.12 | | 45.03 |
| <input checked="" type="checkbox"/> | 5 | NS | | | | | 0 | | NS |
| <input checked="" type="checkbox"/> | 6 | NS | | | | | 0 | | NS |
| <input checked="" type="checkbox"/> | 7 | 54.10 | | 51.31 | 51.27 | 51.29 | 2.81 | y | 51.29 |
| <input checked="" type="checkbox"/> | 8 | 46.71 | | 46.61 | 46.78 | 46.69 | 0.02 | | 46.71 |

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.
Yellow = Calculated backup time is more than .30 faster than the pad time.
Blue = Calculated backup time is more than .30 slower than the pad time.
Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
Dark Pink for any backup time means it is more than .30 from the pad time.

Preference is set to NOT use Pad and Backup Differentials to adjust times.

Accept Adjusted Reject Adjusted



Timing Judge



- *Lane malfunction (early pad). Backup buttons agree*
 - May need to verify with watch time and/or order of finish
 - Use the average of the buttons

Heat 3 of 8 == Preliminaries == Event 33 Girls 11-12 200 Yard IM

| Seed Time | Prelims Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | AdjStat |
|-----------|--------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|---------|
| 2:31.62 | 2:27.16 | <input type="checkbox"/> | <input type="checkbox"/> | | 2:27.08 | 2:27.15 | | 2 | 30 | |
| 2:31.47 | 2:30.21 | <input type="checkbox"/> | <input type="checkbox"/> | | 2:30.15 | 2:30.05 | | 4 | 42 | |
| 2:31.26 | 2:00.67 | <input type="checkbox"/> | <input type="checkbox"/> | | 2:33.79 | 2:33.79 | | 1 | 1 | ? b |
| 2:31.00 | 2:33.33 | <input type="checkbox"/> | <input type="checkbox"/> | | 2:33.29 | 2:33.34 | | 7 | 35 | |
| 2:31.19 | 2:29.63 | <input type="checkbox"/> | <input type="checkbox"/> | | 2:29.55 | 2:29.55 | | 3 | 41 | |
| 2:31.46 | 2:38.97 | <input type="checkbox"/> | <input type="checkbox"/> | | 2:38.94 | 2:38.91 | | 8 | 61 | |
| 2:31.56 | 2:32.42 | <input type="checkbox"/> | <input type="checkbox"/> | | 2:32.34 | 2:32.38 | | 6 | 53 | |
| 2:31.91 | 2:32.32 | <input type="checkbox"/> | <input type="checkbox"/> | | 2:32.32 | 2:32.20 | | 5 | 52 | |



POTOMAC VALLEY
SWIMMING

Timing Judge

- Check the “use” box for the lane with the early pad

Time Adjustment - #33 Girls 11-12 200 Yard IM - Heat 3

Create Report

Show Heat Malfunction

Lane Adjustment Using Backup Times

| Use | Lane | Primary | Button 1 | Button 2 | Button 3 | Button Calc | Difference | Adjusted |
|-------------------------------------|------|---------|----------|----------|----------|-------------|------------|-----------|
| <input type="checkbox"/> | 1 | 2:27.16 | 2:27.08 | 2:27.15 | | | 0 | 2:27.16 |
| <input type="checkbox"/> | 2 | 2:30.21 | 2:30.15 | 2:30.05 | | | 0 | 2:30.21 |
| <input checked="" type="checkbox"/> | 3 | 2:00.67 | 2:33.79 | 2:33.79 | | 2:33.79 | -33.12 | b 2:33.79 |
| <input type="checkbox"/> | 4 | 2:33.35 | 2:33.29 | 2:33.34 | | | 0 | 2:33.35 |
| <input type="checkbox"/> | 5 | 2:29.63 | 2:29.55 | 2:29.55 | | | 0 | 2:29.63 |
| <input type="checkbox"/> | 6 | 2:38.97 | 2:38.94 | 2:38.91 | | | 0 | 2:38.97 |
| <input type="checkbox"/> | 7 | 2:32.42 | 2:32.34 | 2:32.38 | | | 0 | 2:32.42 |
| <input type="checkbox"/> | 8 | 2:32.32 | 2:32.32 | 2:32.20 | | | 0 | 2:32.32 |

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.
Yellow = Calculated backup time is more than .30 faster than the pad time.
Blue = Calculated backup time is more than .30 slower than the pad time.
Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
Dark Pink for any backup time means it is more than .30 from the pad time.

Preference is set to NOT use Pad and Backup Differentials to adjust times.

Accept Adjusted Reject Adjusted



Timing Judge

- You can fill in any missing splits

| Cumulative S | | | | |
|--------------|-------|---------|---------|---------|
| Lane | 50 | 100 | 150 | 200 |
| 1 | 31.98 | 1:09.97 | 1:53.78 | 2:27.16 |
| 2 | 33.39 | 1:10.12 | 1:55.20 | 2:30.21 |
| 3 | 33.02 | 1:13.04 | | 2:33.79 |
| 4 | 33.00 | 1:12.04 | 1:59.42 | 2:33.35 |
| 5 | 30.89 | 1:07.81 | 1:55.55 | 2:29.63 |
| 6 | 32.36 | 1:12.32 | 2:01.45 | 2:38.97 |
| 7 | 32.36 | 1:10.53 | 1:58.06 | 2:32.42 |
| 8 | 33.01 | 1:14.55 | 1:59.82 | 2:32.32 |



| Cumulative Splits | | | | | |
|-------------------|-------|---------|---------|---------|--|
| Lane | 50 | 100 | 150 | 200 | |
| 1 | 31.98 | 1:09.97 | 1:53.78 | 2:27.16 | |
| 2 | 33.39 | 1:10.12 | 1:55.20 | 2:30.21 | |
| 3 | 33.02 | 1:13.04 | 2:00.67 | 2:33.79 | |
| 4 | 33.00 | 1:12.04 | 1:59.42 | 2:33.35 | |
| 5 | 30.89 | 1:07.81 | 1:55.55 | 2:29.63 | |
| 6 | 32.36 | 1:12.32 | 2:01.45 | 2:38.97 | |
| 7 | 32.36 | 1:10.53 | 1:58.06 | 2:32.42 | |
| 8 | 33.01 | 1:14.55 | 1:59.82 | 2:32.32 | |



Timing Judge

- ***No pad time. Backup buttons agree***
 - May need to verify with watch time and/or order of finish
 - Use average of the button times

Heat 5 of 14 == Finals == Event 11 Girls 9-10 50 Yard Breaststroke

| Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts | |
|-----------|-------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|-----|-----|---|
| 58.16 | 56.84 | <input type="checkbox"/> | <input type="checkbox"/> | | 56.79 | 56.79 | | 6 | 97 | | |
| 57.43 | 50.68 | <input type="checkbox"/> | <input type="checkbox"/> | | 50.61 | 50.56 | | 1 | 49 | | |
| 57.02 | 55.41 | <input type="checkbox"/> | <input type="checkbox"/> | | 55.30 | 55.37 | | 4 | 91 | | |
| 56.58 | | <input type="checkbox"/> | <input type="checkbox"/> | | 56.61 | 56.61 | | | | | y |
| 56.23 | 51.18 | <input type="checkbox"/> | <input type="checkbox"/> | | 51.24 | 51.17 | | 2 | 56 | | |
| 56.32 | 52.81 | <input type="checkbox"/> | <input type="checkbox"/> | | 52.83 | 52.70 | | 3 | 72 | | |
| 56.87 | NS | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| 57.31 | 57.46 | <input type="checkbox"/> | <input type="checkbox"/> | | 57.37 | 57.27 | | 7 | 100 | | |
| 57.99 | 55.95 | <input type="checkbox"/> | <input type="checkbox"/> | | 55.91 | 55.95 | | 5 | 95 | | |
| 58.65 | NS | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |



Timing Judge

- ***No pad time. One backup button***

- MUST verify with watch time and/or order of finish
- Use the button time (or the watch time) if it is confirmed

Heat 8 of 14 == Finals == Event 11 Girls 9-10 50 Yard Breaststroke

| Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts | |
|-----------|-------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|-----|---|
| 53.19 | 53.05 | <input type="checkbox"/> | <input type="checkbox"/> | | 53.03 | 52.93 | | 7 | 74 | | |
| 52.94 | 53.43 | <input type="checkbox"/> | <input type="checkbox"/> | | 53.34 | 53.27 | | 8 | 77 | | |
| 52.82 | 51.81 | <input type="checkbox"/> | <input type="checkbox"/> | | 51.74 | 51.68 | | 4 | 63 | | |
| 52.73 | 51.51 | <input type="checkbox"/> | <input type="checkbox"/> | | 51.46 | 51.34 | | 3 | 60 | | |
| 52.38 | NS | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| 52.66 | 48.26 | <input type="checkbox"/> | <input type="checkbox"/> | | 48.29 | 48.32 | | 1 | 34 | | |
| 52.80 | 52.04 | <input type="checkbox"/> | <input type="checkbox"/> | | 51.97 | 51.95 | | 5 | 65 | | |
| 52.94 | 50.95 | <input type="checkbox"/> | <input type="checkbox"/> | | 50.89 | 50.88 | | 2 | 51 | | |
| 53.14 | | <input type="checkbox"/> | <input type="checkbox"/> | | 53.19 | | | | | | y |
| 53.19 | 52.74 | <input type="checkbox"/> | <input type="checkbox"/> | | 52.68 | 52.66 | | 6 | 71 | | |



POTOMAC VALLEY
SWIMMING

Timing Judge

- *Heat Malfunction*

- The Timing System Operator had to manually start the system

| Heat 1 of 14 == Preliminaries == Event 6 Men 100 Yard Breaststroke | | | | | | | | | | |
|--|--------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|-------|
| Seed Time | Prelims Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | AdjSt |
| 1:03.26 | 1:02.10 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:02.06 | 1:02.09 | | 4 | 72 | |
| 1:03.10 | 1:05.59 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:05.59 | 1:05.55 | | 7 | 96 | |
| 1:03.00 | 1:06.06 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:06.02 | 1:06.04 | | 8 | 97 | |
| 1:02.95 | 1:04.55 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:04.60 | | 1:04.56 | 6 | 95 | |
| 1:02.98 | 1:03.80 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:03.75 | 1:03.77 | | 5 | 91 | |
| 1:03.03 | 1:01.43 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:01.25 | 1:01.36 | | 1 | 57 | |
| 1:03.11 | 1:01.60 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:01.44 | 1:01.54 | | 3 | 61 | |
| 59.95 | 1:01.55 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:01.68 | 1:01.48 | | 2 | 60 | |

Watch Times:

- 1 - 1:03.40
- 2 - 1:06.81
- 3 - 1:07.38
- 4 - 1:05.90
- 5 - 1:05.11
- 6 - 1:02.73
- 7 - 1:02.85
- 8 - 1:02.81



POTOMAC VALLEY
SWIMMING

Timing Judge

Time Adjustment - #6 Men 100 Yard Breaststroke Senior Champs - Heat 1

Create Report

Show Heat Malfunction

| Lane Adjustment Using Backup Times | | | | | | | | | | | |
|-------------------------------------|------|---------|----------|----------|----------|-------------|------------|--|----------|--------------|-------------|
| Use | Lane | Primary | Button 1 | Button 2 | Button 3 | Button Calc | Difference | | Adjusted | Adjusted HPL | Adjusted PL |
| <input checked="" type="checkbox"/> | 1 | 1:02.10 | 1:02.06 | 1:02.09 | | 1:02.07 | 0.03 | | 1:02.10 | 4 | 72 |
| <input checked="" type="checkbox"/> | 2 | 1:05.59 | 1:05.59 | 1:05.55 | | 1:05.57 | 0.02 | | 1:05.59 | 7 | 96 |
| <input checked="" type="checkbox"/> | 3 | 1:06.06 | 1:06.02 | 1:06.04 | | 1:06.03 | 0.03 | | 1:06.06 | 8 | 97 |
| <input checked="" type="checkbox"/> | 4 | 1:04.55 | 1:04.60 | | 1:04.56 | 1:04.58 | -0.03 | | 1:04.55 | 6 | 95 |
| <input checked="" type="checkbox"/> | 5 | 1:03.80 | 1:03.75 | 1:03.77 | | 1:03.76 | 0.04 | | 1:03.80 | 5 | 91 |
| <input checked="" type="checkbox"/> | 6 | 1:01.43 | 1:01.25 | 1:01.36 | | 1:01.30 | 0.13 | | 1:01.43 | 1 | 57 |
| <input checked="" type="checkbox"/> | 7 | 1:01.60 | 1:01.44 | 1:01.54 | | 1:01.49 | 0.11 | | 1:01.60 | 3 | 61 |
| <input checked="" type="checkbox"/> | 8 | 1:01.55 | 1:01.68 | 1:01.48 | | 1:01.58 | -0.03 | | 1:01.55 | 2 | 60 |

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.
Yellow = Calculated backup time is more than .30 faster than the pad time.
Blue = Calculated backup time is more than .30 slower than the pad time.
Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
Dark Pink for any backup time means it is more than .30 from the pad time.

Preference is set to NOT use Pad and Backup Differentials to adjust times.



Timing Judge

Time Adjustment - #6 Men 100 Yard Breaststroke Senior Champs - Heat 1

Create Report

Show Heat Malfunction

| Heat Adjustment Using Watch Times | | | | | | | | |
|-----------------------------------|------|---------|-------|------------|----------|--------------|-------------|--|
| Use | Lane | Primary | Watch | Difference | Adjusted | Adjusted HPL | Adjusted PL | |
| <input type="checkbox"/> | 1 | 1:02.10 | | 0 | 1:02.10 | 4 | 72 | |
| <input type="checkbox"/> | 2 | 1:05.59 | | 0 | 1:05.59 | 7 | 96 | |
| <input type="checkbox"/> | 3 | 1:06.06 | | 0 | 1:06.06 | 8 | 97 | |
| <input type="checkbox"/> | 4 | 1:04.55 | | 0 | 1:04.55 | 6 | 95 | |
| <input type="checkbox"/> | 5 | 1:03.80 | | 0 | 1:03.80 | 5 | 91 | |
| <input type="checkbox"/> | 6 | 1:01.43 | | 0 | 1:01.43 | 1 | 57 | |
| <input type="checkbox"/> | 7 | 1:01.60 | | 0 | 1:01.60 | 3 | 61 | |
| <input type="checkbox"/> | 8 | 1:01.55 | | 0 | 1:01.55 | 2 | 60 | |

If there is a late manual start, calculate the average difference between the pads and the watch times of all lanes. Add this difference to the late start pad time of each lane.
Key in the watch times to make the adjustment or to just see the average differential.

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



Timing Judge

Time Adjustment - #6 Men 100 Yard Breaststroke Senior Champs - Heat 1

Create Report

Show Heat Malfunction

| Heat Adjustment Using Watch Times | | | | | | | | |
|-------------------------------------|------|---------|---------|------------|----------|--------------|-------------|--|
| Use | Lane | Primary | Watch | Difference | Adjusted | Adjusted HPL | Adjusted PL | |
| <input checked="" type="checkbox"/> | 1 | 1:02.10 | 1:03.40 | 1.30 | 1:03.38 | 4 | 72 | |
| <input checked="" type="checkbox"/> | 2 | 1:05.59 | 1:06.81 | 1.22 | 1:06.87 | 7 | 96 | |
| <input checked="" type="checkbox"/> | 3 | 1:06.06 | 1:07.38 | 1.32 | 1:07.34 | 8 | 97 | |
| <input checked="" type="checkbox"/> | 4 | 1:04.55 | 1:05.90 | 1.35 | 1:05.83 | 6 | 95 | |
| <input checked="" type="checkbox"/> | 5 | 1:03.80 | 1:05.11 | 1.31 | 1:05.08 | 5 | 91 | |
| <input checked="" type="checkbox"/> | 6 | 1:01.43 | 1:02.73 | 1.30 | 1:02.71 | 1 | 57 | |
| <input checked="" type="checkbox"/> | 7 | 1:01.60 | 1:02.85 | 1.25 | 1:02.88 | 3 | 61 | |
| <input checked="" type="checkbox"/> | 8 | 1:01.55 | 1:02.81 | 1.26 | 1:02.83 | 2 | 60 | |

If there is a late manual start, calculate the average difference between the pads and the watch times of all lanes. Add this difference to the late start pad time of each lane.
Key in the watch times to make the adjustment or to just see the average differential.

Pad and Watch Differentials: Total = 10.31 and Average = 1.28



POTOMAC VALLEY
SWIMMING

Timing Judge

Accept Adjusted



HY-TEK's MEET MANAGER

By Accepting Adjusted for this Heat Malfunction,
the pad times, the backup times, AND the splits will be adjusted by 1.28
seconds.

Continue ?

Yes

No



POTOMAC VALLEY
SWIMMING

Timing Judge

Time Adjustment - #4 Men 200 Yard Freestyle Senior Champs - Heat 1

Create Report

Show Heat Malfunction

| Heat Adjustment Using Watch Times | | | | | | | | |
|-------------------------------------|------|---------|---------|------------|----------|--------------|-------------|--|
| Use | Lane | Primary | Watch | Difference | Adjusted | Adjusted HPL | Adjusted PL | |
| <input checked="" type="checkbox"/> | 1 | 1:47.22 | 1:52.75 | 5.53 | 1:53.26 | 6 | 22 | |
| <input checked="" type="checkbox"/> | 2 | 1:46.37 | 1:51.80 | 5.43 | 1:52.41 | 4 | 20 | |
| <input type="checkbox"/> | 3 | NS | | 0 | NS | | 0 | |
| <input checked="" type="checkbox"/> | 4 | 1:46.10 | 1:51.72 | 5.62 | 1:52.14 | 2 | 18 | |
| <input checked="" type="checkbox"/> | 5 | 1:47.20 | 1:52.70 | 5.50 | 1:53.24 | 5 | 21 | |
| <input checked="" type="checkbox"/> | 6 | 1:45.93 | 1:51.50 | 5.57 | 1:51.97 | 1 | 17 | |
| <input checked="" type="checkbox"/> | 7 | 1:46.34 | 1:52.02 | 5.68 | 1:52.38 | 3 | 19 | |
| <input checked="" type="checkbox"/> | 8 | 1:50.69 | 1:59.65 | 8.96 | 1:56.73 | 7 | 23 | |

Uncheck →

If there is a late manual start, calculate the average difference between the pads and the watch times of all lanes. Add this difference to the late start pad time of each lane.
Key in the watch times to make the adjustment or to just see the average differential.

Pad and Watch Differentials: Total = 42.29 and Average = 6.04

If one of the pad-watch differences doesn't match the others, uncheck "Use" or perform Lane Malfunction before doing this calculation



POTOMAC VALLEY
SWIMMING

Timing Judge

- *No pad time. No backup buttons. No backup stopwatch time.*
- Get order of finish to know where the swimmer places in the heat
- Use any time you can get!
 - For example, a coach's time
- No swimmer shall be required to re-swim a race due to equipment failure which results in unrecorded or inaccurate time or place (102.23.1D).



POTOMAC VALLEY
SWIMMING

Timing Judge

- *Whenever you use a backup time*
 - Document what you did for the file
 - The easiest way is to write it on the timing system printout or the Calc printout
 - Include the watch times, order of finish, and any other information you used to determine the time (include the final time)
 - Anyone looking at the paperwork later should be able to tell what you did and why you did it



Timing System (CTS-6) Printout

```

===== Race History =====> Race 0021
                                     Saturday 02-15-08 2:36.57 pm
:-----< Lane Number
: :-----< Lengths
: : :-----< Time
4) 02 29.92    5) 02 30.80    6) 02 33.00    7) 02 33.30    2) 02 34.08
8) 02 34.85    1) 02 35.05    1) EARLY .51   3) 02 35.27    4) 04 1:04.94
5) 04 1:07.65  7) 04 1:09.68  6) 04 1:10.07  2) 04 1:12.48  1) 04 1:13.73
3) 04 1:13.94  8) 04 1:14.91

Button      Lane 1      Lane 2      Lane 3      Lane 4      Lane 5      Lane 6      Lane 7      Lane 8
Button      34.54  1:12.50    1:13.29    1:04.86    1:07.73    1:10.16    1:09.92    1:14.84
Button      1:13.78    1:12.43    1:13.25    1:04.90    1:07.78    1:10.04    1:09.93
BACKUP      54.16  1:12.47    1:13.27    1:04.88    1:07.75    1:10.10    1:09.92

===== Colorado Time Systems =====

```

Race Number → Race 0021
Start Time Of Heat → Saturday 02-15-08 2:36.57 pm

Note: the date/time are only correct if set correctly on the timing console



Timing System (CTS-6) Printout

Event/Heat
Description

----- RACE SUMMARY ----- Race [0003] <-----
Monday 17-Sep-07 10:23:52 am

200 Boys Medley Relay
Event: 1 Heat: 3

----- BY LANE -----

| Lane | Place | Time | Backup |
|------|-------|---------|--------|
| 1 | 1 | 1:35.94 | |
| 2 | 2 | 1:36.68 | |
| 3 | 4 | 1:38.14 | |
| 4 | 3 | 1:37.63 | |
| 5 | 5 | 1:38.62 | |
| 6 | 6 | 1:39.10 | |
| 7 | 7 | 1:39.53 | |
| 8 | 8 | 1:39.95 | |

Pad Times in Lane Order

----- BY PLACE -----

| Place | Lane | Time | Backup |
|-------|------|---------|--------|
| 1 | 1 | 1:35.94 | |
| 2 | 2 | 1:36.68 | |
| 3 | 4 | 1:37.63 | |
| 4 | 3 | 1:38.14 | |
| 5 | 5 | 1:38.62 | |
| 6 | 6 | 1:39.10 | |
| 7 | 7 | 1:39.53 | |
| 8 | 8 | 1:39.95 | |

Pad Times in Place Order

Write:

- Watch Times
- Order of Finish (OOF)
- Adjusted Times & Why



POTOMAC VALLEY
SWIMMING

Timing System (Gen7) Printout

2022 Mako Fall Invite (7/16/2020 - 7/16/2020)

Session: 1

Boys' 13 and Over 200 Yard Freestyle Finals

Event: 105

Heat: 16

Race # 89

Start Time: Saturday, October 1, 2022 2:05:48 PM

| By Lane | | |
|---------|-------|---------|
| Lane | Place | Time |
| 1 | 4 | 1:47.73 |
| 2 | 5 | 1:47.87 |
| 4 | 2 | 1:45.85 |
| 5 | 1 | 1:42.63 |
| 7 | 6 | 1:51.16 |
| 8 | 3 | 1:47.40 |

| By Place | | |
|----------|------|---------|
| Place | Lane | Time |
| 1 | 5 | 1:42.63 |
| 2 | 4 | 1:45.85 |
| 3 | 8 | 1:47.40 |
| 4 | 1 | 1:47.73 |
| 5 | 2 | 1:47.87 |
| 6 | 7 | 1:51.16 |

| | Lane 1 | Lane 2 | Lane 3 | Lane 4 | Lane 5 | Lane 6 | Lane 7 | Lane 8 |
|-------------|--------------------|--------------------|------------------------|--------------------|--------------------|--------|--------------------|--------------------|
| 50yd | 24.53 | 24.64 | | 25.01 | 23.59 | | 25.06 | 24.49 |
| 100yd | 51.95 (27.42) | 51.74 (27.10) | | 52.45 (27.44) | 48.83 (25.24) | | 52.88 (27.82) | 51.70 (27.21) |
| 150yd | 1:20.39 (28.44) | 1:20.09 (28.35) | <i>no</i> <i>PS</i> | 1:19.38 (26.93) | 1:15.32 (26.49) | | 1:21.94 (29.06) | 1:19.88 (28.18) |
| 200yd | 1:47.73 (27.34) | 1:47.87 (27.78) | | 1:45.85 (26.47) | 1:42.63 (27.31) | | 1:51.16 (29.22) | 1:47.40 (27.52) |
| Off. Time | 1:47.73 | 1:47.87 | | 1:45.85 | 1:42.63 | | 1:51.16 | 1:47.40 |
| Button A | 1:47.80 | 1:47.95 | 1:50.86 | 1:46.02 | 1:42.81 | | | 1:47.66 |
| Button B | | | | | | | 1:51.15 | |
| Button C | 1:47.93 | 1:47.95 | 1:50.98 | 1:45.96 | 1:42.69 | | 1:51.27 | 1:47.62 |
| Backup | 1:47.86 | 1:47.95 | 1:50.92 | 1:45.99 | 1:42.75 | | 1:51.21 | 1:47.64 |
| P:B Diff | -0.13 | -0.08 | * | -0.14 | -0.12 | | -0.05 | -0.24 |
| Start Reac: | | | | | | | | |

Write:

- Watch Times
- Order of Finish (OOF)
- Adjusted Times & Why

Daktronics or no CTS printout

- If you use a CTS without a printer or have a Daktronics timing system, use the “CALC” report for the documentation.*

Calc : Ctrl-K



Time Adjustment - #1 Women 1650 Yard Freestyle Senior Champs - Heat 1

Create Report Show Heat Malfunction

Lane Adjustment Using Backup Times

| Use | Lane | Primary | Button 1 | Button 2 | Button 3 | Button Calc | Difference | | Adjusted | Adjusted HPL | Adjusted PL |
|-------------------------------------|------|----------|----------|----------|----------|-------------|------------|---|----------|--------------|-------------|
| <input checked="" type="checkbox"/> | 1 | 17:05.95 | 17:05.93 | 17:05.95 | | 17:05.94 | 0.01 | | 17:05.95 | 3 | 3 |
| <input checked="" type="checkbox"/> | 2 | 17:07.32 | 17:07.30 | | | 17:07.30 | 0.02 | | 17:07.32 | 4 | 4 |
| <input checked="" type="checkbox"/> | 3 | 17:27.91 | 17:27.88 | 17:27.87 | | 17:27.87 | 0.04 | | 17:27.91 | 7 | 7 |
| <input checked="" type="checkbox"/> | 4 | 15:52.59 | 15:52.44 | | 15:52.51 | 15:52.47 | 0.12 | | 15:52.59 | 1 | 1 |
| <input checked="" type="checkbox"/> | 5 | 17:15.55 | 17:12.44 | 17:12.38 | | 17:12.41 | 3.14 | y | 17:12.41 | 6 | 6 |
| <input checked="" type="checkbox"/> | 6 | 17:02.63 | 17:02.63 | 17:02.53 | | 17:02.58 | 0.05 | | 17:02.63 | 2 | 2 |
| <input checked="" type="checkbox"/> | 7 | 17:07.51 | 17:07.39 | 17:07.49 | | 17:07.44 | 0.07 | | 17:07.51 | 5 | 5 |
| <input checked="" type="checkbox"/> | 8 | 18:32.46 | 18:32.38 | 18:32.44 | | 18:32.41 | 0.05 | | 18:32.46 | 8 | 20 |

If there is more than .30 seconds between the middle backup time and the primary time, use the backup time without any adjustments.
 Yellow = Calculated backup time is more than .30 faster than the pad time.
 Blue = Calculated backup time is more than .30 slower than the pad time.
 Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
 Dark Pink for any backup time means it is more than .30 from the pad time.

Preference is set to NOT use Pad and Backup Differentials to adjust times.

Accept Adjusted Reject Adjusted



POTOMAC VALLEY
SWIMMING

Daktronics or no CTS printout

Nation's Capital Swim Club

HY-TEK's MEET MANAGER 7.0 - 7/1/2020 Page 1

2020 PV SC Senior Championships - 3/5/2020 to 3/8/2020 Lane Adjustment Using Backup Times

Time Adjustment - #1 Women 1650 Yard Freestyle Senior Champs - Heat 1

| Use | Lane | Primary | Button 1 | Button 2 | Button 3 | ButtonCalc | Difference | Adjusted | Adjusted HPL | Adjusted PL |
|-----|------|----------|----------|----------|----------|------------|------------|----------|--------------|-------------|
| Yes | 1 | 17:05.95 | 17:05.93 | 17:05.95 | | 17:05.94 | 0.01 | 17:05.95 | 3 | 3 |
| Yes | 2 | 17:07.32 | 17:07.30 | | | 17:07.30 | 0.02 | 17:07.32 | 4 | 4 |
| Yes | 3 | 17:27.91 | 17:27.88 | 17:27.87 | | 17:27.87 | 0.04 | 17:27.91 | 7 | 7 |
| Yes | 4 | 15:52.59 | 15:52.44 | | 15:52.51 | 15:52.47 | 0.12 | 15:52.59 | 1 | 1 |
| Yes | 5 | 17:15.55 | 17:12.44 | 17:12.38 | | 17:12.41 | 3.14 | 17:12.41 | 6 | 6 |
| Yes | 6 | 17:02.63 | 17:02.63 | 17:02.53 | | 17:02.58 | 0.05 | 17:02.63 | 2 | 2 |
| Yes | 7 | 17:07.51 | 17:07.39 | 17:07.49 | | 17:07.44 | 0.07 | 17:07.51 | 5 | 5 |
| Yes | 8 | 18:32.46 | 18:32.38 | 18:32.44 | | 18:32.41 | 0.05 | 18:32.46 | 8 | 20 |

Preference is set to NOT use Pad and Backup Differentials to adjust times.

Watch 5: 17:12.35 OOF: 4 6 1 2 7 5 3 8

Late pad. Use adjusted.



POTOMAC VALLEY
SWIMMING

Timing Judge

- *The following scenarios assume two buttons are the primary timing system and one stopwatch is the backup system (**semi-automatic timing**)*



Timing Judge

- *Two buttons agree*
 - This is what is supposed to happen!

Heat 5 of 7 == Finals == Event 15 Girls 11-12 100 LC Meter Butterfly

| Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts |
|-----------|-------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|-----|
| 1:26.46 | 1:31.21 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:31.21 | 1:31.21 | | 8 | 31 | |
| 1:25.68 | 1:26.54 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:26.42 | 1:26.67 | | 4 | 23 | |
| 1:25.56 | 1:23.95 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:23.95 | 1:23.95 | | 2 | 16 | |
| 1:22.85 | 1:30.79 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:30.79 | 1:30.79 | | 7 | 30 | |
| 1:23.14 | 1:26.23 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:26.21 | 1:26.25 | | 3 | 22 | |
| 1:25.61 | 1:28.74 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:28.80 | 1:28.69 | | 5 | 26 | |
| 1:26.23 | 1:28.88 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:28.91 | 1:28.85 | | 6 | 27 | |
| 1:28.25 | 1:19.43 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:19.48 | 1:19.38 | | 1 | 9 | |



Timing Judge

- *Two buttons don't agree*

- Meet Manager will report the average of the two buttons, no matter what they are.
- Compare the backup watch and OOF and use the button that matches. Have the Hy-Tek Operator type it into the Finals Time
- Type the correct time into the Finals Time. DO NOT delete the bad button

| Heat 3 of 6 == Finals == Event 16 Boys 11-12 100 LC Meter Butterfly | | | | | | | | | | |
|---|---------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|-----|
| Seed | Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts |
| 1 | 1:45.32 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:50.59 | 1:50.62 | | 8 | 40 | |
| 2 | 1:41.18 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:41.20 | 1:41.86 | | 7 | 34 | |
| 3 | 1:37.38 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:28.33 | 1:28.07 | | 2 | 13 | |
| 4 | 1:35.73 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:28.60 | 1:28.72 | | 3 | 18 | |
| 5 | 1:36.55 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:36.19 | 1:36.03 | | 4 | 28 | |
| 6 | 1:39.94 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:37.81 | 1:37.85 | | 6 | 31 | |
| 7 | 1:44.53 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:36.40 | 1:36.33 | | 5 | 29 | |
| 8 | 1:48.96 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:24.46 | 1:24.18 | | 1 | 13 | |



POTOMAC VALLEY
SWIMMING

Timing Judge

- *Only one button*

- Meet Manager reports that button as the time
- If the backup watch agrees, the single button is the time
- If the backup doesn't agree, figure out which one is the correct time

| Heat 6 of 6 == Finals == Event 16 Boys 11-12 100 LC Meter Butterfly | | | | | | | | | | |
|---|-------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|-----|
| Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts |
| 1:17.08 | 1:18.43 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:18.41 | 1:18.45 | | 7 | 8 | |
| 1:15.25 | 1:16.52 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:16.52 | 1:16.53 | | 5 | 6 | |
| 1:10.13 | 1:09.74 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:09.74 | | | 2 | 2 | |
| 1:06.68 | 1:07.80 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:07.54 | 1:07.80 | | 1 | 1 | |
| 1:09.44 | 1:10.81 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:10.81 | 1:10.81 | | 3 | 3 | |
| 1:14.93 | 1:14.84 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:14.81 | 1:14.88 | | 4 | 5 | |
| 1:15.48 | 1:16.56 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:16.58 | 1:16.55 | | 6 | 7 | |
| 1:17.87 | 1:20.94 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:20.93 | 1:20.95 | | 8 | 9 | |



Timing Judge

Note that with two buttons, you will get “color” when each button differs from the “finals time” (which is an average of the two buttons) by more than .3 seconds, so you must check carefully to ensure buttons are within .3 seconds of each other and thus support each other

- First example below – buttons differ by 0.97 sec, and buttons differ from “finals time” by .48/.49 sec (**color**)
- Second example – buttons differ by .40 sec, and each button differs from “finals time” by .20 sec (no color)

| Heat 5 of 5 == Finals == Event 35 Girls 8 Year Olds 50 Yard Freestyl | | | | | | | | | | | | |
|--|-----------|-------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|-----|---------|
| | Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts | AdjStat |
| jb-PV | 41.85 | 41.93 | <input type="checkbox"/> | <input type="checkbox"/> | | 41.91 | 41.95 | | 5 | 6 | | |
| | 40.75 | 38.83 | <input type="checkbox"/> | <input type="checkbox"/> | | 38.90 | 38.76 | | 2 | 2 | | |
| jb-PV | 35.01 | 35.91 | <input type="checkbox"/> | <input type="checkbox"/> | | 35.91 | | | 1 | 1 | | |
| | 37.01 | NS | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| | 41.74 | 41.40 | <input type="checkbox"/> | <input type="checkbox"/> | | 40.92 | 41.89 | | 4 | 5 | | |
| | 42.46 | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |

| Heat 3 of 4 == Finals == Event 38 Boys 7 and Under 50 Yard Freestyl | | | | | | | | | | | | |
|---|-----------|-------------|--------------------------|--------------------------|--------|----------|----------|----------|-----|----|-----|---------|
| | Seed Time | Finals Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | HPL | PL | Pts | AdjStat |
| PV | 52.49 | 54.56 | <input type="checkbox"/> | <input type="checkbox"/> | | 54.56 | 54.56 | | 4 | 8 | | |
| PV | 47.42 | NS | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |
| PV | 40.94 | 40.25 | <input type="checkbox"/> | <input type="checkbox"/> | | 40.25 | | | 1 | 1 | | |
| V | 44.45 | 44.38 | <input type="checkbox"/> | <input type="checkbox"/> | | 44.40 | 44.37 | | 2 | 2 | | |
| V | 50.05 | 47.25 | <input type="checkbox"/> | <input type="checkbox"/> | | 47.25 | 47.25 | | 2 | 2 | | |
| PV | 52.89 | 55.55 | <input type="checkbox"/> | <input type="checkbox"/> | | 55.35 | 55.75 | | 5 | 10 | | |



POTOMAC VALLEY
SWIMMING

Timing Judge

- ***No buttons***

- Verify the backup watch time with the order of finish to determine the official time
- The backup watch time is the official time



POTOMAC VALLEY
SWIMMING

Moving a Swimmer

- *If you need to move a swimmer after you've pulled in times:*
 - When you move a swimmer, the time moves with them
 - Therefore, you must re-pull the times for any heat where a swimmer was moved (both FROM heat and TO heat).
 - You will need to re-do any timing adjustments for those heats, so it's better to move swimmers (if possible) before processing results.
 - Make sure a NS isn't moved along and not replaced when you re-pull times



POTOMAC VALLEY
SWIMMING

Verify Results

- ***Review event results before publishing them***
 - Did all the timing adjustments get made?
 - Are there any times that are unreasonably fast?
 - Did the Hy-Tek Operator verify the NS with the lane timer sheets?
 - Were there any other notes on the lane timer sheets?
 - Are there too many ties?
 - Were all the DQs recorded?
 - In a prelims/finals meet, are there any potential swim-offs?
 - Do all the times end in .x0?



POTOMAC VALLEY
SWIMMING

Verify Results

- Your Hy-Tek Operator can use “Enter Results by Lane” to verify No Shows.

Enter Results by Lane (Ctrl-E) Display Cum

HY-TEK 's MEET MANAGER Licensed to: Rockville Montgomery Swim Club - MD Updated:

| EVENT LIST - All Events - Yards - (Session not selected) | | | | | Subtracted Splits <Ctrl-I: Replace Splits with Records> | | | |
|--|-------|---|----|----|---|------|-------|-------|
| Event Name | Heats | ? | NS | DQ | DFS | Lane | 50 | 100 |
| men 13 & Over 1650 Yard Freestyle | 2 | - | - | - | - | 1 | | |
| 1 13 & Over 1650 Yard Freestyle | 2 | - | - | - | - | 1 | 32.70 | 40.46 |
| men 12 & Under 500 Yard Freestyle | 1 | - | - | - | - | 1 | 33.60 | 36.57 |
| 1 12 & Under 500 Yard Freestyle | 2 | - | - | - | - | 1 | 34.12 | 38.16 |
| men 13-14 200 Yard Medley Relay | 1 | - | - | - | - | 1 | 33.77 | 36.96 |
| 1 13-14 200 Yard Medley Relay | 1 | - | - | - | - | | | |
| men 200 Yard Medley Relay | 1 | - | - | - | - | | | |
| 1 200 Yard Medley Relay | 1 | - | - | - | - | | | |
| men 11-12 200 Yard Medley Relay | 1 | - | - | - | - | | | |
| 1 11-12 200 Yard Medley Relay | 1 | - | - | - | - | | | |
| men 10 & Under 200 Yard Medley Relay | 1 | - | - | - | - | | | |
| 1 10 & Under 200 Yard Medley Relay | 1 | - | - | - | - | | | |
| men 12 & Under 200 Yard Backstroke | 2 | - | - | - | - | | | |
| men 12 & Under 200 Yard Backstroke | 1 | - | - | - | - | | | |
| 1 12 & Under 200 Yard Backstroke | 2 | - | - | 1 | - | | | |
| 1 12 & Under 200 Yard Backstroke | 1 | - | - | - | - | | | |
| men 13-14 100 Yard Breaststroke | 3 | - | - | 1 | - | | | |
| men 13-14 100 Yard Breaststroke | 2 | - | - | - | - | | | |
| 1 13-14 100 Yard Breaststroke | 3 | - | - | 1 | - | | | |
| 1 13-14 100 Yard Breaststroke | 2 | - | - | - | - | | | |
| men 100 Yard Breaststroke | 5 | - | 2 | - | - | | | |
| men 100 Yard Breaststroke | 2 | - | - | 1 | - | | | |
| 1 100 Yard Breaststroke | 6 | - | - | - | - | | | |
| 1 100 Yard Breaststroke | 2 | - | - | - | - | | | |
| men 10 & Under 50 Yard Breaststroke | 2 | - | - | - | - | | | |
| men 10 & Under 50 Yard Breaststroke | 1 | - | - | - | - | | | |

| Team Scores <Ctrl-Y: Replace Team Scores with Records> | | | |
|--|--------|-------|------|
| Rank | Gender | Score | Team |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | | | | | | | |
|--------------------|-----------------|-----------------------|-------------------|----------------|----------------|----------|---------|
| SCR Sheet : F9 | Adjust : F8 | Restore Pads : Ctrl-P | JD : Ctrl-J | Race # : F2 | List : Ctrl-L | Re-Rank | Prev Ex |
| Rel Names : Ctrl-R | Awards : Ctrl-A | Calc : Ctrl-K | Unseeded : Ctrl-U | Get Times : F3 | Score : Ctrl-S | Re-Score | Next Ex |

Lane 1 of 10 == Preliminaries == Event 17 Women 100 Yard Breaststroke

| | Age | Team | Seed Time | Prelims Time | DQ | Exh | DQcode | Backup 1 | Backup 2 | Backup 3 | AdjStat |
|---|-----|---------------------------------|-----------|--------------|--------------------------|--------------------------|--------|----------|----------|----------|---------|
| M | 15 | Rockville Montgomery Swim Club/ | 1:12.38 | 1:13.16 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:13.15 | 1:13.20 | | |
| | 15 | Rockville Montgomery Swim Club/ | 1:10.30 | 1:10.17 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:10.10 | 1:10.18 | | |
| Y | 17 | The Fish | 1:10.28 | 1:12.28 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:12.20 | 1:12.28 | | |
| | 16 | Rockville Montgomery Swim Club/ | 1:10.27 | 1:10.73 | <input type="checkbox"/> | <input type="checkbox"/> | | 1:10.52 | 1:10.63 | | |



Verify Results



Potomac Valley Swimming - For Office Use Only License

HY-TEK's MEET MANAGER 5.0 - 4:54 PM 9/23/2013

Results

Event 70 Boys 9-10 200 Yard Freestyle

| Name | Age | Team | Seed Time | Finals Time |
|------|-----|--------------------------------|-----------|-------------|
| 1 | 9 | Fairland Aquatics S.T.-PV | 3:25.51 | 2:18.71 |
| 2 | 10 | Maryland Suburban Swim Club-PV | 3:10.07 | 2:25.09 |
| 3 | 9 | The Fish-PV | NT | 2:26.45 |
| 4 | 10 | The Fish-PV | 2:36.89 | 2:27.08 |
| 5 | 10 | Fairland Aquatics S.T.-PV | 2:38.00 | 2:34.05 |
| 6 | 10 | Nation's Capital Swim Club-PV | 2:42.41 | 2:37.05 |
| 7 | 10 | Hydro-Sonic Tiburones-PV | 2:47.23 | 2:37.19 |
| 8 | 10 | The Fish-PV | 2:39.49 | 2:38.14 |
| 9 | 10 | The Fish-PV | 2:41.51 | 2:40.14 |
| 10 | 9 | Maryland Suburban Swim Club-PV | 2:59.66 | 2:43.78 |
| 11 | 9 | Nation's Capital Swim Club-PV | 2:48.34 | 2:44.94 |
| 12 | 10 | SwimBAAC-MD | 3:11.84 | 2:45.52 |
| 13 | 10 | Nation's Capital Swim Club-PV | NT | 2:47.99 |
| 14 | 10 | The Fish-PV | 2:50.15 | 2:48.67 |
| 15 | 9 | Joe Flaherty's Dolphins-PV | 2:49.68 | 2:51.44 |
| 16 | 10 | DC Parks&Recreation-PV | 2:57.22 | 2:53.48 |

Are these correct?



Verify Results

- ▶ The first place time (2:18.71) was a 150 yd time and not a valid 200 yd time.
- ▶ The second, third and fourth place times were valid times.

| <u>Age</u> | <u>Team</u> | <u>Seed Time</u> | <u>Finals Time</u> |
|------------|--------------------------------|------------------|--------------------|
| 9 | Fairland Aquatics S.T.-PV | 3:25.51 | 2:18.71 |
| 10 | Maryland Suburban Swim Club-PV | 3:10.07 | 2:25.09 |
| 9 | The Fish-PV | NT | 2:26.45 |
| 10 | The Fish-PV | 2:36.89 | 2:27.08 |

- ▶ Times at an open meet for a young age group may look valid at first glance.
- ▶ Comparing finals time to seed time is not always an indication, particularly for longer events at younger age groups (e.g., the second place time).



POTOMAC VALLEY
SWIMMING

Verify Results

Potomac Valley Swimming - For Office Use Only License

HY-TEK's MEET MANAGER 5.0 - 4:55 PM 9/23/2013

Results

Event 58 Boys 13-14 100 Yard Breaststroke

| Name | Age | Team | Seed Time | Finals Time |
|------|-----|-----------------------------------|-----------|-------------|
| 1 | 13 | Heal Swim Club-PV | 1:11.14 | 1:11.32 |
| 2 | 14 | Nation's Capital Swim Club-PV | 1:10.76 | 1:11.45 |
| 3 | 13 | Nation's Capital Swim Club-PV | 1:16.02 | 1:13.58 |
| 4 | 14 | Blue Wave Swim Team PV-PV | 1:12.82 | 1:14.27 |
| 5 | 13 | The Fish-PV | 1:15.41 | 1:14.28 |
| 6 | 13 | Nation's Capital Swim Club-PV | 1:15.69 | 1:14.93 |
| 7 | 14 | Nation's Capital Swim Club-PV | 1:21.39 | 1:15.20 |
| 8 | 13 | Maryland Suburban Swim Club-PV | 1:17.75 | 1:15.22 |
| 9 | 14 | Fairland Aquatics S.T.-PV | 1:14.60 | 1:16.62 |
| 10 | 13 | Maryland Suburban Swim Club-PV | 1:18.00 | 1:17.67 |
| 11 | 13 | Nation's Capital Swim Club-PV | 1:14.46 | 1:17.80 |
| 12 | 13 | The Fish-PV | 1:19.72 | 1:18.67 |
| 13 | 13 | Maryland Suburban Swim Club-PV | 1:16.96 | 1:19.18 |
| 14 | 13 | Elite Rays Swim Club-PV | 1:19.06 | 1:19.74 |
| 15 | 14 | Fairland Aquatics S.T.-PV | 1:15.49 | 1:19.79 |
| 16 | 13 | Nation's Capital Swim Club-PV | 1:23.05 | 1:19.90 |
| *17 | 14 | Life Time Fitness Mid Atlantic-PV | NT | 1:20.28 |
| *17 | 14 | Joe Flaherty's Dolphins-PV | 1:31.86 | 1:20.28 |
| 19 | 13 | Nation's Capital Swim Club-PV | 1:17.92 | 1:20.35 |
| 20 | 13 | Naval Academy Aquatic Club-MD | 1:21.41 | 1:20.49 |



POTOMAC VALLEY
SWIMMING

Verify Results

| | | | | |
|-----|--|-----------------------------------|---------|---------|
| 21 | | 13 Fairland Aquatics S.T.-PV | 1:22.46 | 1:20.81 |
| 22 | | 14 Hydro-Sonic Tiburones-PV | 1:25.58 | 1:20.89 |
| 23 | | 14 Maryland Suburban Swim Club-PV | 1:23.47 | 1:21.11 |
| 24 | | 13 Joe Flaherty's Dolphins-PV | 1:27.01 | 1:22.56 |
| 25 | | 14 The Fish-PV | 1:24.65 | 1:22.75 |
| 26 | | 13 The Fish-PV | 1:22.95 | 1:23.22 |
| 27 | | 13 Fairland Aquatics S.T.-PV | 1:28.42 | 1:24.01 |
| 28 | | 13 Joe Flaherty's Dolphins-PV | 1:24.69 | 1:24.46 |
| 29 | | 14 Prince George's Kings-PV | 1:21.18 | 1:25.02 |
| 30 | | 14 Joe Flaherty's Dolphins-PV | 1:26.62 | 1:25.25 |
| 31 | | 14 Joe Flaherty's Dolphins-PV | 1:24.88 | 1:25.86 |
| *32 | | 13 Nation's Capital Swim Club-PV | 1:36.24 | 1:31.27 |
| *32 | | 13 Maryland Suburban Swim Club-PV | NT | 1:31.27 |
| *34 | | 13 Prince George's Kings-PV | 1:46.52 | 1:39.18 |
| *34 | | 14 Joe Flaherty's Dolphins-PV | 1:29.51 | 1:39.18 |
| 36 | | 13 The Fish-PV | NT | 1:41.55 |
| *37 | | 13 Nation's Capital Swim Club-PV | 1:29.92 | 1:44.21 |
| *37 | | 13 SwimBAAC-MD | 1:49.35 | 1:44.21 |
| *39 | | 14 SwimBAAC-MD | 1:31.21 | 1:45.32 |
| *39 | | 13 SwimBAAC-MD | 2:04.04 | 1:45.32 |
| 41 | | 14 Maryland Suburban Swim Club-PV | NT | 2:13.15 |

Are these correct?



POTOMAC VALLEY
SWIMMING

Verify Results

- ▶ The number of ties in the event, indicated by “*” **may be** an indication that the same set of data was used by multiple heats.
- ▶ It is worth taking another minute or two for the computer operator to spot check the data to make sure it is correct.



POTOMAC VALLEY
SWIMMING

Relays

- ***It is important to get all the relay names in the database correctly***
 - Can't check eligibility without the names
 - A relay without names will not load into SWIMS
 - The lead-off split will be automatically loaded into SWIMS when all relay names are entered and automatic timing is used
- ***Names are usually due to the Admin Official about one hour before the event***
 - Coaches can change the names and or order before the event
 - A team can report an order change to the lane timers before they swim.



Administrative Official

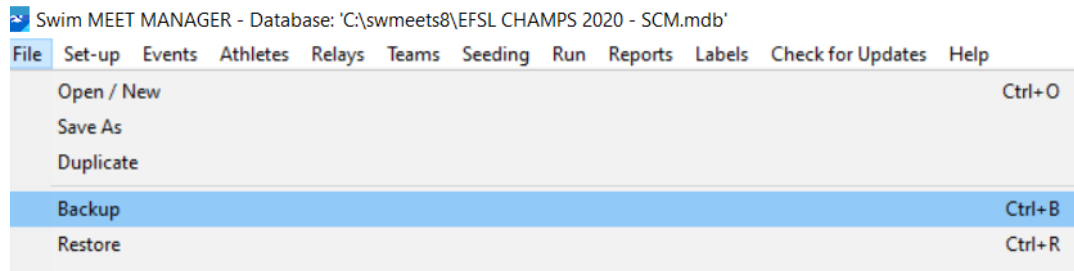
AFTER THE MEET



POTOMAC VALLEY
SWIMMING

Post Meet Tasks

- *Make sure all the events are completed*
- *Make a Backup of the database*



- **Coordinate with Meet Director or Meet Referee to ensure final backup is sent to results@pvswim.org**



Administrative Official

TIPS & TRICKS



POTOMAC VALLEY
SWIMMING

Using Radios

- ***Listening on the radio provides the Admin Official a picture of what is happening on deck***
 - Hears about DQs, no-shows and reseed
 - Knows to expect the paperwork for these items.
 - Can reconcile their counts with the deck referees
- ***Acknowledge all radio calls made to you***
 - A simple “Thank You” is sufficient for the caller to know you received their call.



POTOMAC VALLEY
SWIMMING

Work Flow and Priorities

- *As an AO, you are required to balance priorities and deadlines while maintaining quality and accuracy*
- *“What’s the most important thing I need to be doing right now?”*
 - This may change on a moment’s notice
- *You can’t sacrifice quality and accuracy, but you also can’t ignore deadlines*



POTOMAC VALLEY
SWIMMING

Work Flow and Priorities

- ***Example 1 – Positive Check-In***

- Make sure you have enough time to do all that needs to be done
- If you have multiple events, do them in batches rather than all at once
- Print heat sheets to post and for coaches, then timer sheets, then heat sheets for officials.

- ***Example 2 – Prioritize Tasks***

- At a prelims/finals meet, processing prelims results is high priority
- At a timed finals meet, processing results has no time pressure and may be a lower priority



POTOMAC VALLEY
SWIMMING

Initial Splits

- When automatic timing is used, relay lead-off splits are automatically recorded and loaded into SWIMS.
- If an initial split is requested for an individual event, it is suggested that back-up timers be provided. If you determine that the pad time is correct, that is the official split
- If semi-automatic timing is used, three watch times are required for the initial split
- Backstroke splits can only be requested before the event. The AO must inform the Deck Referee of the split request to ensure the swimmer is properly judged for a legal finish.
- Have the Hy-Tek Operator create the split event and manually enter the time. Creating a separate session in the database is a good idea to organize all the split events.



POTOMAC VALLEY
SWIMMING

Initial Splits

All Events Time Trial Only
 Standard Only Swim-Off Only
 Open Water Disability Only

Add New Event

Event #: 200

Individual / Relay
 Individual
 Relay

Gender
 Alt Gender
 Girls Boys
 Women Men
 Mixed

Division: [Dropdown]
 Suppress Distance

Age Group
 6 and Under
 8 and Under
 10 and Under
 15 and Over
 Open/Senior
 7 - 8
 9 - 10
 11 - 12
 13 - 14
 15 - 16
 15 - 18
 17 - 18
 Custom 13 & Over
13 - []

Distance
 25 3K
 50 5K
 100 10K
 200 25K
 400 1 Mile
 500 2 Mile
 800
 1000 or 1K
 1500
 1650
 None
 Custom

Stroke
 Freestyle 1 mtr Diving
 Backstroke 3 mtr Diving
 Breaststroke Platform Diving
 Butterfly # Dives
 Medley
 Custom # Relay Legs (2-8)
 Suppress Stroke Names

Note: Initial Split

Timed Finals

Round 1 - Prelims or Timed Finals
Number of Lanes (1-12): 10
Lanes for Best: 10 Heats: 1
Assign Lanes
 Standard
 Un-Selected
 2 per Lane
 2 per Heat
Heat Order
 Slow to Fast
 Score Event
Entry Fee: 0.00
Event type
 Standard Event
 Swim-Off Event
 Pads at both ends - Round 1 / Semis
 Pads at both ends - Finals

Round 2 or Round 3 - Finals
Number of Lanes (1-12): 8
Heats in Finals (1-6): 1
Lanes Vary: []
 A - Final, B - Final Style
 Max Age for Slowest Finals: 1
 Multi-Age Super Final
 Super Final Eliminates Oldest Group
Finals Heat Order
 Slow to Fast

1. Note Initial Split

4. Set to Timed Finals

3. Uncheck Score Event

2. Set Entry Fee to Zero

- Create an event for the initial split (use unique event #). Click on “Events”, then “Add.” Enter Event #, Gender, Distance, Stroke



POTOMAC VALLEY
SWIMMING

Initial Splits

- Create a new session. In Event Menu, click “Sessions”, then “Add.”

Add Edit Delete Move All Remove All Clear Indicators Print Help

| Day | Start Time | Session # | T-Max | I-Max | R-Max | Interval | Bk Interval | Chase | Dive Interval | Course | Title for Session |
|-----|------------|-----------|-------|-------|-------|----------|-------------|-------|---------------|--------|-------------------|
| 1 | 05:30 PM | 1 | 1 | 1 | | 20 | 15 | 0 | | | |
| 2 | 08:45 AM | 2 | 5 | 3 | | 20 | 15 | 0 | | | |
| 2 | 01:40 PM | 3 | 5 | 3 | | 20 | 15 | 0 | | | |
| 2 | 06:00 PM | 4 | | | | 60 | 15 | 0 | | | |
| 3 | 08:45 AM | 5 | 5 | 3 | | 20 | 15 | 0 | | | |
| 3 | 01:40 PM | 6 | 5 | 3 | | 20 | 15 | 0 | | | |
| 3 | 06:00 PM | 7 | | | | 60 | 15 | 0 | | | |
| 4 | 08:45 AM | 8 | 5 | 3 | | 20 | 15 | 0 | | | |
| 4 | 01:40 PM | 9 | 5 | 3 | | 20 | 15 | 0 | | | |
| 4 | 05:30 PM | 10 | | | | 60 | 15 | 0 | | | |

EVENT LIST - (Double Click to Add)

| Evt # | Rnd | Event Name | Meets | Event Interval | Break |
|-------|-----|-----------------------------------|-------|----------------|-------|
| 120 | F | Men 10 & Under 100 Butterfly | 0 | 0 | |
| 121 | P | Women 11-12 100 Butterfly | 0 | 25 | |
| 121 | F | Women 11-12 100 Butterfly | 0 | 0 | |
| 122 | P | Men 11-12 100 Butterfly | 0 | 0 | |
| 122 | F | Men 11-12 100 Butterfly | 0 | 0 | |
| 123 | P | Women 13-14 200 IM | | | |
| 123 | F | Women 13-14 200 IM | | | |
| 124 | P | Men 13-14 200 IM | | | |
| 124 | F | Men 13-14 200 IM | | | |
| 125 | P | Women 200 IM | | | |
| 125 | F | Women 200 IM | | | |
| 126 | P | Men 200 IM | | | |
| 126 | F | Men 200 IM | | | |
| 127 | P | Women 10 & Under 100 IM | | | |
| 127 | F | Women 10 & Under 100 IM | | | |
| 128 | P | Men 10 & Under 100 IM | | | |
| 128 | F | Men 10 & Under 100 IM | | | |
| 129 | P | Women 11-12 100 IM | | | |
| 129 | F | Women 11-12 100 IM | | | |
| 130 | P | Men 11-12 100 IM | | | |
| 130 | F | Men 11-12 100 IM | | | |
| 131 | F | Women 13-14 400 Freestyle Relay | | | |
| 132 | F | Men 13-14 400 Freestyle Relay | | | |
| 133 | F | Women 400 Freestyle Relay | | | |
| 134 | F | Men 400 Freestyle Relay | | | |
| 135 | F | Women 11-12 400 Freestyle Relay | | | |
| 136 | F | Men 11-12 400 Freestyle Relay | | | |
| 200 | F | Mixed 100 Freestyle Initial Split | | | |
| 218 | F | Men 100 Breaststroke Swim-off | | | |
| 367 | F | Women 50 Freestyle Swim-off | | | |

Add New Session

Session #: 11

Session Title: Initial Splits

Day: 4

Start Time: : : AM PM

Interval: 20 Extra Backstroke Interval: 15

Chase Starts Interval: 0 Diving Time per Dive: 30

Course: LC Meters SC Meters Yards

Max Entries for Meet Events Export to TM

Max entries including relays:

Max individual entries:

Max relay entries:

OK Cancel



Initial Splits

- Highlight the Initial Splits Session, then double click (or drop and drag”) the event into the session.

Sessions

Add Edit Delete Move All Remove All Clear Indicators Print Help

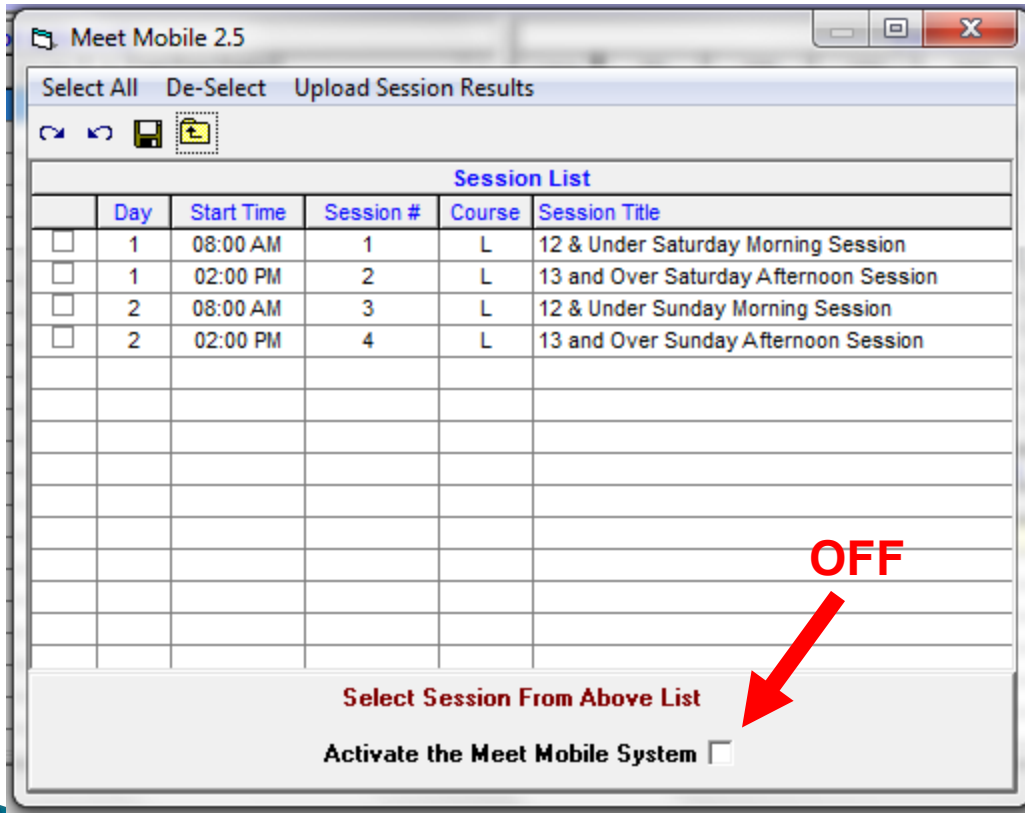
| Day | Start Time | Session # | T-Max | L-Max | R-Max | Interval | Bk Interval | Chase | Dive Interval | Course | Title for Session |
|-----|------------|-----------|-------|-------|-------|----------|-------------|-------|---------------|--------|-----------------------|
| 1 | 05:30 PM | 1 | 1 | 1 | | 20 | 15 | 0 | 30 | Y | Thursday Distance |
| 2 | 08:45 AM | 2 | 5 | 3 | | 20 | 15 | 0 | 30 | Y | Friday Prelims 13&O |
| 2 | 01:40 PM | 3 | 5 | 3 | | 20 | 15 | 0 | 30 | Y | Friday Prelims 12&U |
| 2 | 06:00 PM | 4 | | | | 60 | 15 | 0 | 30 | Y | Friday Finals |
| 3 | 08:45 AM | 5 | 5 | 3 | | 20 | 15 | 0 | 30 | Y | Saturday Prelims 13&O |
| 3 | 01:40 PM | 6 | 5 | 3 | | 20 | 15 | 0 | 30 | Y | Saturday Prelims 12&U |
| 3 | 06:00 PM | 7 | | | | 60 | 15 | 0 | 30 | Y | Saturday Finals |
| 4 | 08:45 AM | 8 | 5 | 3 | | 20 | 15 | 0 | 30 | Y | Sunday Prelims 13&O |
| 4 | 12:00 PM | 11 | | | | 20 | 15 | 0 | 30 | Y | Initial Splits |
| 4 | 01:40 PM | 9 | 5 | 3 | | 20 | 15 | 0 | 30 | Y | Sunday Prelims 12&U |
| 4 | 05:30 PM | 10 | | | | 60 | 15 | 0 | 30 | Y | Sunday Finals |

| EVENT LIST - (Double Click to Add) | | | SESSION SCHEDULE - (Double Click Evt # to Delete) | | | | | | | | | | |
|------------------------------------|-----|---------------------------------------|---|-----|-----|-------|-----------------------------------|-------|-----|-----------|----------------|-------|------------|
| Evt # | Rnd | Event Name | Evt # | Rpt | H/P | P/S/F | Event Name | Order | Alt | Alt Heats | Event Interval | Break | Break Desc |
| 120 | F | Men 10 & Under 100 Butterfly | 200 | H | F | | Mixed 100 Freestyle Initial Split | 1 | | | 0 | 0 | |
| 121 | P | Women 11-12 100 Butterfly | | | | | | | | | | | |
| 121 | F | Women 11-12 100 Butterfly | | | | | | | | | | | |
| 122 | P | Men 11-12 100 Butterfly | | | | | | | | | | | |
| 122 | F | Men 11-12 100 Butterfly | | | | | | | | | | | |
| 123 | P | Women 13-14 200 IM | | | | | | | | | | | |
| 123 | F | Women 13-14 200 IM | | | | | | | | | | | |
| 124 | P | Men 13-14 200 IM | | | | | | | | | | | |
| 124 | F | Men 13-14 200 IM | | | | | | | | | | | |
| 125 | P | Women 200 IM | | | | | | | | | | | |
| 125 | F | Women 200 IM | | | | | | | | | | | |
| 126 | P | Men 200 IM | | | | | | | | | | | |
| 126 | F | Men 200 IM | | | | | | | | | | | |
| 127 | P | Women 10 & Under 100 IM | | | | | | | | | | | |
| 127 | F | Women 10 & Under 100 IM | | | | | | | | | | | |
| 128 | P | Men 10 & Under 100 IM | | | | | | | | | | | |
| 128 | F | Men 10 & Under 100 IM | | | | | | | | | | | |
| 129 | P | Women 11-12 100 IM | | | | | | | | | | | |
| 129 | F | Women 11-12 100 IM | | | | | | | | | | | |
| 130 | P | Men 11-12 100 IM | | | | | | | | | | | |
| 130 | F | Men 11-12 100 IM | | | | | | | | | | | |
| 131 | F | Women 13-14 400 Freestyle Relay | | | | | | | | | | | |
| 132 | F | Men 13-14 400 Freestyle Relay | | | | | | | | | | | |
| 133 | F | Women 400 Freestyle Relay | | | | | | | | | | | |
| 134 | F | Men 400 Freestyle Relay | | | | | | | | | | | |
| 135 | F | Women 11-12 400 Freestyle Relay | | | | | | | | | | | |
| 136 | F | Men 11-12 400 Freestyle Relay | | | | | | | | | | | |
| 200 | F | Mixed 100 Freestyle Initial Split | | | | | | | | | | | |
| 218 | F | Men 100 Breaststroke Swim-off | | | | | | | | | | | |
| 367 | F | Women 50 Freestyle Swim-off | | | | | | | | | | | |
| 378 | F | Men 10 & Under 50 Backstroke Swim-off | | | | | | | | | | | |
| 4114 | F | Men 11-12 50 Freestyle Swim-off | | | | | | | | | | | |



POTOMAC VALLEY
SWIMMING

Meet Mobile



- *Turn off Meet Mobile*

- It slows down the system

- It posts unofficial results

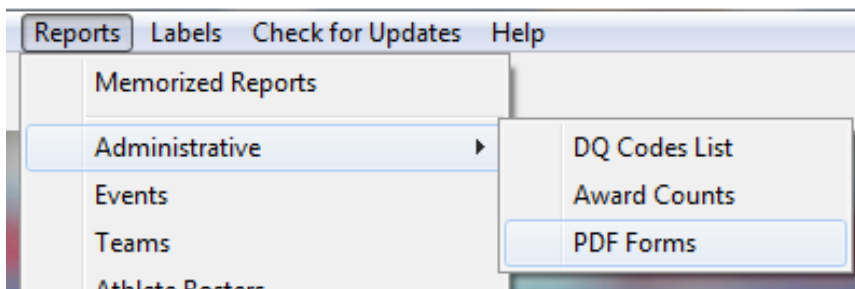
- *At the end of the event, CTRL-M uploads the official results to Meet Mobile. CTRL-O uploads scores.*



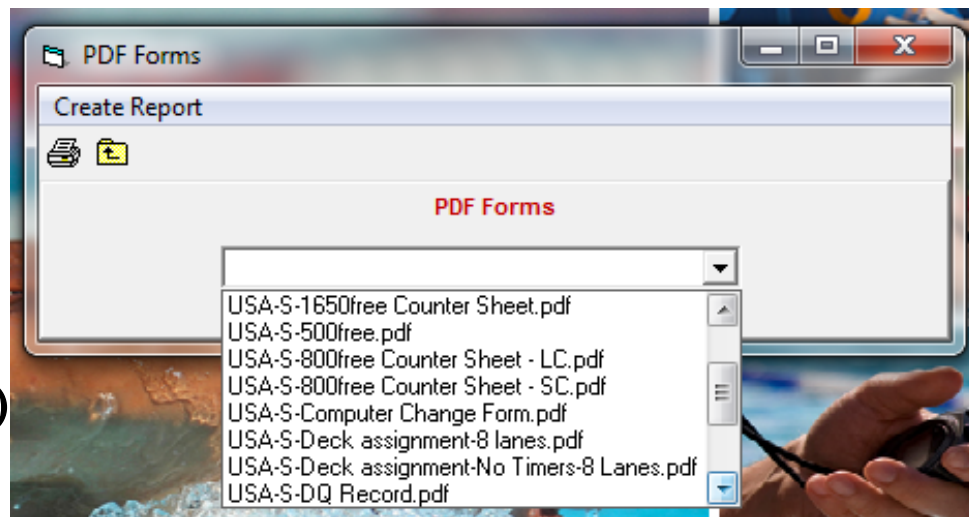
POTOMAC VALLEY
SWIMMING

Forms

- *Some of the forms available in Meet Manager*
 - Distance counting sheets, officials assignment forms, DQ log, relay take-off slips, etc.



- Other forms are available on the PVS website.
- It is a good idea to bring them with you (electronic copy)





Forms

The screenshot shows the Potomac Valley Swimming website's 'Forms' page. The header includes the organization's logo and name, and a navigation menu with links for 'What's New', 'Meets', 'Times', 'Safe Sport', 'Athletes', 'Parents', 'Coaches', 'Officials', 'About Us', and 'News'. The main content area is titled 'PVS Officials Forms' and features a left-hand sidebar with a list of categories. The 'Officials Forms' category is highlighted. The main content area lists various forms, including sign-in sheets, administrative logs, timing worksheets, distance counting sheets, lap counting sheets, splits records, and disqualification logs. A section for 'PVS Officials Mentoring/Evaluation Forms' lists roles like Referee, Starter, Stroke & Turn Judge, and Chief Judge. At the bottom, there is a link to forms on the USA Swimming Web Site.

POTOMAC VALLEY SWIMMING

What's New Meets Times Safe Sport Athletes Parents Coaches Officials About Us News

PVS Officials Forms

- Officials Home
- Certification
- Registration
- Officials Rosters
- Officials Clinics
- Training Materials
- Officials Forms**
- Officials Committee
- Club Officials Contacts
- Officials Recognition
- Officials Newsletters
- Applications to Officiate
- Committee Minutes
- Rules & Interpretations

PVS Officials Forms

- [PVS Official's Sign-In](#)
- [PVS Official's Sign-In \(xlsx version\)](#)
- [Timer's Sign-In \(10 lanes, 1-10\)](#)
- [Timer's Sign-In \(10 lanes, 0-9\)](#)
- [Timer's Sign-In \(8 lanes\)](#)
- [Timer's Sign-In \(10 lanes/3 per lane\)](#)
- [Timer's Sign-In \(8 lane/3 per lane\)](#)
- [Timer's Sign-In \(6 lanes/3 per lane\)](#)
- [Report of Occurrence Form \(on-line\)](#)
- [Referee Reseed Form - by Athlete](#)
- [Relay Takeoff Form \(8 lanes\)](#)
- [Relay Takeoff Form \(10 lanes\)](#)
- [Disqualification Slips](#)
- [Disqualification Log](#)
- [Deck Entry Cards](#)
- [Deck Entry Log](#)
- [Time Trials Signup Form](#)
- [Scratch From Finals](#)
- [Scratch From Finals \(Nat'l version\)](#)
- [No Show for Event](#)
- [Deck Assignment - 8 Lanes](#)
- [Deck Assignment \(No Timers\)](#)
- [Deck Assignment - 10 Lanes](#)
- [Relay Entry Slip \(USA-S\)](#)
- [Relay Entry Slip \(Hy-Tek\)](#)

- [Administrative Official's Log](#)
- [Timing Adjustment Worksheet - Heat Malfunction](#)
- [Distance Counting Sheets \(SC & LC\)](#)
- [500y Lap Counting Sheet - Version 1](#)
- [500y Lap Counting Sheet - Version 2](#)
- [500y Splits Record - Timers](#)
- [1000y Lap Counting Sheet - Version 1](#)
- [1000y Lap Counting Sheet - Version 2](#)
- [1000y Splits Record - Timers](#)
- [1650y Lap Counting Sheet - Version 1](#)
- [1650y Lap Counting Sheet - Version 2](#)
- [1650y Splits Record - Timers](#)
- [Generic SCY Lap Counting Sheet - v1](#)
- [Generic SCY Lap Counting Sheet - v2](#)
- [800M \(LC\) Lap Counting Sheet - Version 1](#)
- [800M \(LC\) Lap Counting Sheet - Version 2](#)
- [800M \(LC\) Splits Record - Timers](#)
- [1500M \(LC\) Lap Counting Sheet - Version 1](#)
- [1500M \(LC\) Lap Counting Sheet - Version 2](#)
- [1500M \(LC\) Splits Record - Timers](#)

PVS Officials Recertification Request

PVS Officials Mentoring/Evaluation Forms

- [Referee](#)
- [Starter](#)
- [Stroke & Turn Judge](#)
- [Chief Judge](#)
- [Administrative Official](#)
- [Hy-Tek Operator](#)
- [Timing System Operator](#)

[Link to forms on the USA Swimming Web Site](#)

<http://www.pvswim.org/official/forms.html>



DQ Slips


POTOMAC VALLEY
SWIMMING

Disqualification (DQ) slips:

Verify the Set-Up for
USA-S DQ Codes before
the meet begins



DO NOT change the DQ
Codes setup in the
middle of the meet

USA SWIMMING **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 (1i) _____ NOT SEPARATED (1k) _____
 NON-SIMULTANEOUS (1j) _____ NO TOUCH (1m) _____
 NOT TOWARD THE BREAST OFF WALL (1n) _____
 HEAD DID NOT BREAK SURFACE BY 15m (1p) _____ RE-SUBMERGED (1r) _____
 OTHER (1t): _____

BACKSTROKE START _____ SWIM _____ TURN _____ FINISH _____
 NO TOUCH AT TURN (2a) # _____
 PAST VERTICAL AT TURN:
 DELAY INITIATING ARM PULL (2b) _____ DELAY INITIATING TURN (2c) _____
 MULTIPLE STROKES (2c) _____
 TOES OVER LIP OF GUTTER AFTER THE START (2d) _____
 HEAD DID NOT BREAK SURFACE BY 15m (2f) _____ RE-SUBMERGED (2g) _____
 NOT ON BACK OFF WALL (2h) _____
 SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2i) _____
 OTHER (2j): _____

BREASTSTROKE START _____ SWIM _____ TURN _____ FINISH _____
 KICK: ALTERNATING (3a) _____ BUTTERFLY (3b) _____ SCISSORS (3c) _____
 ARMS: PAST HORIZONTAL (3d) _____ NON-SIMULTANEOUS (3e) _____
 TWO STROKES UNDER (3f) _____ NOT IN SAME HORIZONTAL PLANE (3g) _____
 ELBOWS RECOVERED OVER WATER (3h) _____
 TOUCH: ONE HAND (3j) _____ NOT SEPARATED (3k) _____
 NON-SIMULTANEOUS (3l) _____ NO TOUCH (3m) _____
 NOT TOWARD THE BREAST OFF WALL (3n) _____
 CYCLE: KICK BEFORE PULL (3p) _____ HEAD NOT UP (3r) _____
 DOUBLE PULLS/KICKS (3s) _____
 OTHER (3t): _____

FREESTYLE
 NO TOUCH AT TURN (4a) # _____
 HEAD DID NOT BREAK SURFACE BY 15m (4b) _____ RE-SUBMERGED (4c) _____

INDIVIDUAL MEDLEY
 STROKE INFRACTION(S) (5a) # _____
 OUT OF SEQUENCE (5b) _____

RELAYS
 STROKE INFRACTION(S) (5a-c) # _____ SWIMMER # _____
 EARLY TAKE OFF SWIMMER (5f-h) # _____
 CHANGED ORDER (5j): SWIMMER _____ STROKE _____
 OTHER (5t): _____

MISCELLANEOUS
 FALSE START (7a) _____ DECLARED FALSE START (7b) _____
 DID NOT FINISH (7c) _____ DELAY OF MEET (7d) _____
 OTHER (7t): _____

JUDGE: _____ (print name clearly)
 REFEREE: _____ (print name clearly)
 NOTIFIED: _____ SWIMMER _____ COACH _____
 REV. (5/14)



POTOMAC VALLEY
SWIMMING

DQ Slips

Disqualification (DQ) slips:

If using the (7/19) version of the USA-S DQ slip, download the Custom DQ Codes file from the PVS Website

<https://www.pvswim.org/official/forms/dqcodesCustom.txt>

DQ Codes

Custom DQ Codes

Time Adjustment Method

FINA rules

USA Swimming rules prior to 1 May 2016

USA SWIMMING 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 (1K) _____
 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 (2) # _____
 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 (3O) _____ 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 SWIM 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 (7Q) _____ DELAY OF MEET (7R) _____
 OTHER (7S-2): _____

JUDGE: _____
 (print name clearly)

REFEREE: _____
 (print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH _____

rev. (7/19)

SWIMMER/COACH



POTOMAC VALLEY
SWIMMING

Tim's Rules for Admin

#1 – Get it Right

* if it's not right, make it right

#2 – Get it Done Timely

* the meet shouldn't have to wait for you ... ever

#3 – Manage Your Priorities

* “what's the most important thing I need to be doing right now”

#4 – Know the Rules

* especially 102.4 (Scratch Rules), 102.5 (Seeding Rules),
102.23 (Timing Rules) and 207.11 (National Championship Rules)

#5 – Customer Service

* the athletes, coaches and other officials are your customers



POTOMAC VALLEY
SWIMMING

AO Training Materials

https://www.pvswim.org/official/training/AO_training.html

The screenshot shows the Potomac Valley Swimming website. The header includes the organization's name and a navigation menu with links for Home, Meets, Times, Athletes, Parents, Coaches, Officials, About Us, and News. A Twitter icon is also present. The main content area is titled "Training Materials - Administrative Official" and features a sidebar with a list of links. The "Training Materials" link in the sidebar is highlighted. The main content area lists several resources:

- [Administrative Official Clinic Presentation](#)
- [Tim's Rules for Admin](#)
- [Timing Adjustment Reference Guide as of May 2016](#)
- [Hy-Tek Meet Manager Custom DQ Codes File for 2019 USA-S DQ Slip](#)
(Download and replace the existing **dqcodesCustom.txt** file in your Hy-Tek folder, typically C:\Hy-Sport\SwMM8\)
- [Timers at PVS Meets](#)
- [USA Swimming On-Line Training Resources](#)
- [USASwimming Rule Book](#)



POTOMAC VALLEY
SWIMMING

Administrative Official Certification Process



How to Become a PVS Administrative Official

Updated 04/2024

Prerequisites (need to be completed before you can begin on deck training):

- ▶ Age - 18 years or older
- ▶ Be a USA Swimming non-athlete, official member in good standing
 - (Background Check, Athlete Protection Training and Concussion Training)

Required before becoming certified:

- ▶ Take the ***Foundations of Officiating*** course if new to USA Swimming
- ▶ Attend an Administrative Official Clinic



How to Become a PVS Administrative Official

- ▶ Pass the [USA Swimming Administrative Official Certification Test](#)
- ▶ Minimum of four apprentice sessions at sanctioned or approved meets
 - ▶ At least two different meets
 - ▶ Completion of [Administrative Official Evaluation Form](#) after each session affirming satisfactory performance
 - ▶ Evaluation Session may be done any time after the 3rd apprentice session ([Evaluator List](#)). **Evaluation session should be at a meet using automatic timing (touchpads).**
- ▶ Complete certification within one year of month of clinic.
- ▶ After completion of evaluation, submit the [Certification Request Form](#).
- ▶ Certification until: December 31st two years after the year of certification if the certification occurred between January 1st and June 30th of the year of certification. December 31st three years after the year of certification if the certification occurred between July 1st and December 31st of the year of certification



Recertify as a PVS Administrative Official

- ▶ Continue to be a USA Swimming Official in good standing (current registration, APT and BGC)
- ▶ Recertify as a Referee (if Referee certified)
- ▶ If certifying only as an Administrative Official:
 - ▶ Session requirement: at least eight qualified recertification sessions within three years as an Administrative Official, Timing System Operator, or Computer Operator.
 - ▶ Clinic requirement: Administrative Official clinic at least once every three years
 - ▶ Test requirement: Pass the [USA Swimming Administrative Official Recertification Test](#)
- ▶ Submit the online [Officials Recertification Request Form](#)
- ▶ Recertification extends your certification until December 31st two years after the year of certification if the certification occurred between January 1st and June 30th of the year of certification. December 31st three years after the year of certification if the certification occurred between July 1st and December 31st of the year of certification.



Qualified Recertification Sessions

- ▶ Session must include strokes and/or relays
- ▶ Session must not be a time trial
- ▶ Session must not contain only freestyle events, even if including both individual freestyle events and freestyle relays
- ▶ Session must occur at a USA Swimming Sanctioned meet or a YMCA meet for which the LSC has issued an approval (USA Swimming Rule 202.6), or, for no more than 25% of any official's total required sessions, an NCAA National or Conference Championship meet



USA Swimming Online Tests

- Log in to the USA Swimming web site and choose **Education->Course Catalog**
- Click **Officials** and then **Certification Exams**

Welcome to USA Swimming University

User: Timothy Husson
Roles: Official, Parent

[VIEW TRANSCRIPT](#) [VIEW CERTIFICATIONS](#)

[All](#) [Coaches](#) [Safe Sport](#) [Officials](#) [Athletes](#) [Parents / Volunteers](#)

[All](#) [NCAA](#) [Certification](#) [Recertification](#) [Membership Requirements](#)

| | | | |
|---|--|---|--|
| <p>Administrative Official Certification</p> <p>This exam is for those who want to become an Administrative Official.</p> <p>VIEW INFO</p> | <p>Administrative Referee Certification</p> <p>Complete Passed</p> <p>This exam is for those who want to become an Administrative Referee.</p> <p>VIEW INFO</p> | <p>Clerk of Course Certification</p> <p>This exam is for those who want to become a Clerk of Course.</p> <p>VIEW INFO</p> | <p>Foundations of Officiating</p> <p>In Progress</p> <p>This is an introductory course to the Officials certifications and is required before moving to your first role specific course.</p> <p>VIEW INFO</p> |
| <p>Open Water Judge Certification</p> <p>This exam is for those who want to become an Open Water Judge.</p> <p>VIEW INFO</p> | <p>Open Water Referee Certification</p> <p>This exam is for those who want to become an Open Water Referee.</p> <p>VIEW INFO</p> | <p>Referee Certification</p> <p>Complete Passed</p> <p>This exam is for those who want to become a Referee.</p> <p>VIEW INFO</p> | <p>Starter Certification</p> <p>This exam is for those who want to become a Starter.</p> <p>VIEW INFO</p> |





USA Swimming Online Tests

- USA Swimming test results are now recorded in your USA Swimming account. Please make sure that after the pop-up score you scroll to the bottom and click “next” so that the test result gets recorded.
- After you log into your USA Swimming Account, select **Education -> Course Catalog**. Then click the “**View Transcript**” button to see your completed courses and scores.



Administrative Official

Thank you!
See you on deck!

