# ADMIN 101
# “Taking Your AO Game to the Next Level”

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HOT SUMMER Nights

# Administrative Officials at all Meets

- Manage the “dry side”
- Conduct accurate seeding
- Produce necessary paperwork
- Resolve timing discrepancies
- Generate timely and correct results

# What's Different at Prelim/Final Meets?

- Main responsibilities are the same, but some additions
- Typically more complex and may require a larger Admin Team
- Scratch rules and penalty no shows
- Additional AO skills needed to fulfill the additional administrative duties

# The Admin Team – Prelim/Finals Meets

- Working with an AR – protocols and paperwork systems
- Adapting to different protocols
- Communication is absolutely critical
  - With the admin team
    - Consider an Admin Group text for quick notes, especially if there are two pools going
  - With the Meet Referee
  - With the deck crew
  - With the announcer
  - With coaches and swimmers

# The Meet Announcement Governs All Meets

- The Meet Announcement is even more important for Prelims/Finals meets as it will detail the competition structure, scratch procedures, and penalties
- Read it, highlight it, put it in a binder and refer to it frequently
- Summarize relevant sections in a “cheat sheet” for quick reference
- Resolve any questions for clarity

# Prelim/Finals Seeding: Rule Differences

- **Circle Seeding** for preliminary heats– 3 heats in races shorter than 400M; usually only 2 heats in 400M or longer races.

| Lane | Heat 1 | Heat 2 | Heat 3 | Heat 4 | Heat 5 |
|---|---|---|---|---|---|
| 1 | | EE | U | T | S |
| 2 | | CC | O | N | M |
| 3 | HH | AA | I | H | G |
| 4 | FF | Y | C | B | A |
| 5 | GG | Z | F | E | D |
| 6 | | BB | L | K | J |
| 7 | | DD | R | Q | P |
| 8 | | | X | W | V |

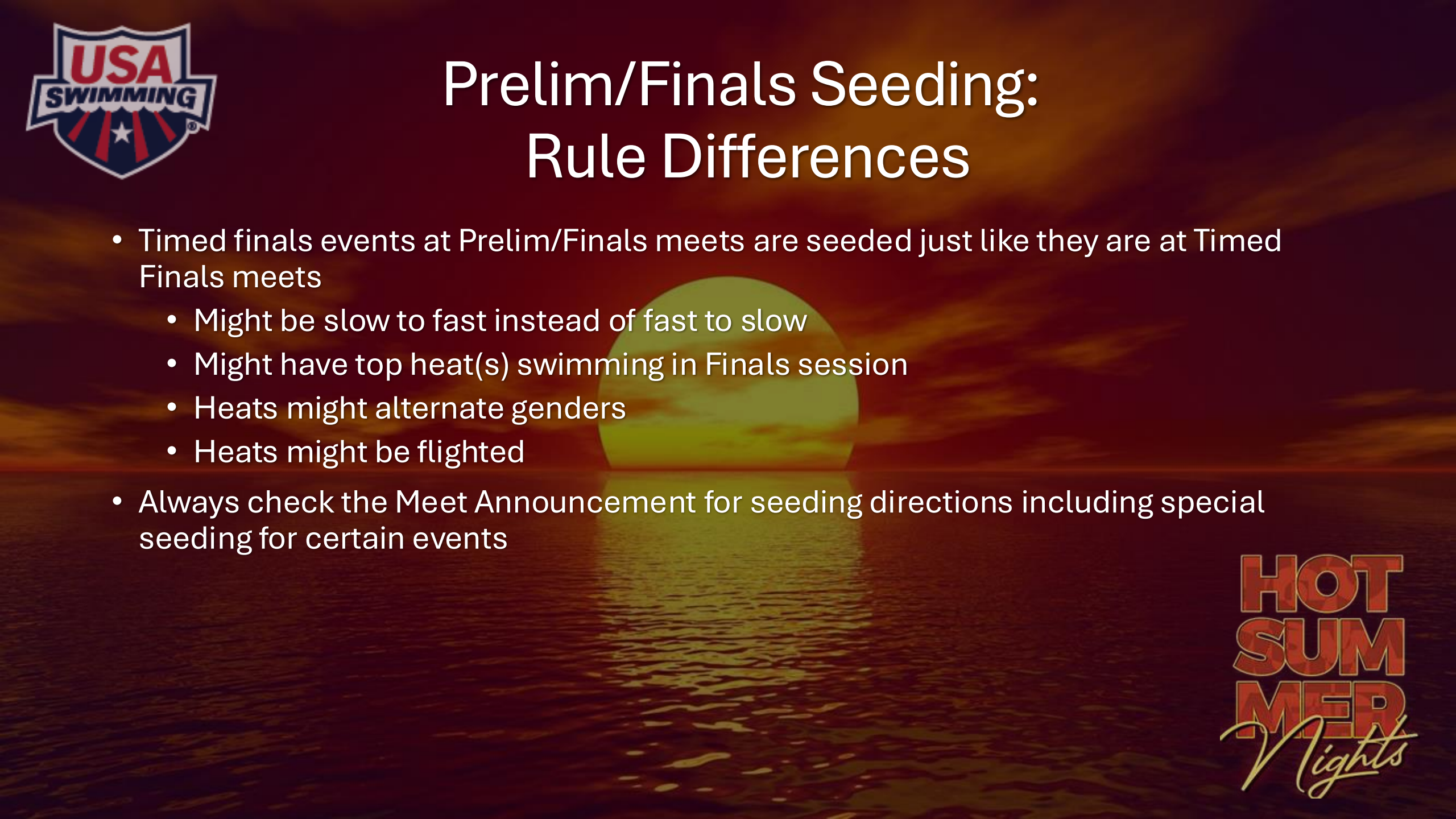
# Prelim/Finals Seeding: Rule Differences

- Finals seeding is just like timed finals seeding except
  - There may be fewer than 3 swimmers in a heat
  - Refer to Meet Announcement for specific heat age restrictions, team limits on number of finalists, and order of finals heats

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

# Prelim/Finals Seeding: Rule Differences

- Timed finals events at Prelim/Finals meets are seeded just like they are at Timed Finals meets
  - Might be slow to fast instead of fast to slow
  - Might have top heat(s) swimming in Finals session
  - Heats might alternate genders
  - Heats might be flighted
- Always check the Meet Announcement for seeding directions including special seeding for certain events



# Q&A
# Prelims/Finals versus Timed Finals Meets

# Introducing the Resolution Table

On deck Customer Service Hub for coaches and swimmers to take care of meet business:

- Positive check in
- Scratches from finals
- Notify coaches of scratched in swimmers and alternates
- Tie resolution and swim offs
- Scratches from prelims
- Pick up/drop off relay cards
- Pick up heat sheets
- Questions and (occasionally) complaints

Consult others if you are unsure of an answer, and point them in the right direction if you are unauthorized to address their issue.

# Resolution Table Procedures: Positive Check In

- Usually reserved for longer distance events to help minimize empty lanes
- Meet Announcement will detail check in procedures
- Penalties may apply for not checking in or for checking in but not swimming

How is the AO involved?

- Preparing psych sheet that is used as a check in sheet per meet protocol
- Monitoring check in and assisting coaches and athletes
- Making announcements to remind coaches and swimmers of deadlines
- Making best effort to track down delinquent teams
- Supervising correct entry of scratches from positive check in events into meet management software
- Double checking seeding in the heat sheet
- Producing paperwork for the events

# Resolution Table Procedures: Scratches and Intents to Scratch from Finals

- Qualifiers from prelims are entitled to a scratch period as defined in the Meet Announcement to decide if they want to compete in Finals. The admin team is responsible for maintaining accurate records of scratches and intents to scratch.
- Qualifiers have 3 options for Finals:

  1) **COMPETE:** Unless a meet requires positive check in for Finals, qualifiers only have to show up to swim their event in Finals.

  2) **SCRATCH:** the qualifier withdraws from that Finals race by the scratch deadline (typically within 30 minutes after announcement of preliminary results)

  3) **DECLARE AN INTENT TO SCRATCH:**

  - Qualifier indicates before the scratch deadline that they want to declare an intent to scratch the race based on their results in an upcoming event (make sure they have one!)
  - Swimmers then have until the scratch deadline of their last individual preliminary event of the session to make a decision on the earlier event.
  - If they don't scratch the earlier event, they are seeded into their Final heat.

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# Resolution Table Procedures: Other Scratch Scenarios

- Can a swimmer rescind a scratch from Finals?
  - Yes, but only if the swimmer does so before the event's scratch deadline
  - Communicate decision to any affected parties
- What about taking late scratches from Finals?
  - Possibly but consider all implications first
  - Involve the AR or MR in the decision
  - Communicate decision to any affected parties
- What is a medical scratch?
  - If a qualifier becomes ill or gets injured prior to Finals, the coach may request a medical scratch to avoid penalties
  - ONLY the Meet Referee can grant a medical scratch
  - Communicate decision to any affected parties

# Resolution Table Procedures: Resolving Problematic Ties

- Ties in preliminary event results fall in three classes:
  - Ties that **MUST** be resolved prior to the end of Prelims
  - Ties that **SHOULD** be resolved prior to the end of Prelims
  - Ties that can be ignored
- REQUIRE resolution:
  - Ties for the last place in a finals heat
  - Ties for alternate positions
  - Beware of any age restrictions on Finals heats that might cause or resolve problematic ties

| | | | | | | |
|---|---|---|---|---|---|---|
| 11 | Parker, Sarah | | 17 | Upper Dublin Aquatic Club-MA | 26.51 | 26.67 |
| *12 | Fu, Kayla | | 18 | First Colony Swim Team Inc-GU | 26.95 | 26.75 |
| *12 | Velte, Lucy | B | 15 | Empire KC Swim Club-MV | 26.46 | 26.75 |
| *12 | Lehman, Alyce | | 16 | Je | | 26.75 |
| 15 | Miller, Brooke | | 17 | H | | 26.77 |
| 16 | Finley, Haley | | 17 | F | | 26.82 |
| 17 | Dieffenthaller, Isabella | | 19 | S | | 26.87 |
| 18 | Harris, Raiden | | 17 | U | | 26.96 |
| 19 | Holfelder, Sydney | | 17 | T | | 27.01 |
| 20 | Chalupsky, Elle | | 16 | W | | 27.02 |
| *21 | Oliveira, Sofia | | 15 | C | | 27.04 |
| *21 | Burke, Abigail | C | 13 | T | | 27.04 |
| 23 | Luper, Sofia | | 17 | T | | 27.05 |
| *24 | Whelehan, Sloane | | 15 | T | | 27.09 |
| *24 | Skoog, Cora | | 16 | S | | 27.09 |
| **Swim-Off Required** | | | | | | |
| 26 | Amos, Elena | | 17 | B | | 27.10 |
| *27 | Dunaway, Natalie | | 17 | N | | 27.13 |
| *27 | Bruner, Sienna | | 18 | L | | 27.13 |
| 29 | McCurry, Macie | | 16 | A | | 27.14 |
| 30 | Frece, Avery | D | 18 | W | | 27.16 |
| 31 | Orner, Brooke | | 14 | S | | 27.20 |
| *32 | Williford, Adelaide | | 16 | F | | 27.25 |
| *32 | McIver-Jenkins, Eva | | 17 | P | | 27.25 |
| **Swim-Off Required** | | | | | | |
| *34 | Felt, Joelle | | 17 | Texas Ford Aquatics-NT | 27.06 | 27.27 |
| *34 | Allison, Lillian | | 16 | Longhorn Aquatics-ST | 26.60 | 27.27 |
| **Swim-Off Required** | | | | | | |
| 36 | Bak, Renee | | 17 | Jersey Wahoos-MA | 27.03 | 27.28 |
| 37 | Hawbaker, Sienna | | 17 | Fort Collins Area Swim Team-CO | 27.14 | 27.37 |

If the C Final is 18&U then the ties for 24 and 32 do not need to be resolved because #17 will be excluded for age during seeding.

The tie for 34 is still an issue.

Note that #17 will be the first alternate for the B Final.

If the C Final is open to any age, then the ties for 24, 32, and 34 must be resolved before seeding.

Note that #17 is still the first alternate for the B Final.

# Resolution Table Procedures: Resolving Problematic Ties

- ADVISABLE: Ties that MIGHT cause problems if a medical scratch, traffic jam, or no show occurs at finals
  - Ties for first position in subsequent finals
  - Ties for third alternate
- Note, coaches may hesitate to do a swim off in this situation but need to agree on how the tie will be resolved if it becomes an issue in Finals.

| | | | | | |
|---|---|---|---|---|---|
| 8 | Hooper, Calleigh | 15 | Mansfield Aquatic Club-NT | 2:04.80Y | 2:18.93 |
| 9 | Tichenor, Lillian | 18 | Christus Louisiana Aquatic Clu-LA | 2:19.85 | 2:19.00 |
| 10 | Khan, Mikaela | 17 | The Woodlands Swim Team-GU | 2:02.82Y | 2:19.40 |
| 11 | Morabito, Mychal | 17 | Texas Ford Aquatics-NT | 2:03.48Y | 2:19.54 |
| 12 | Slater, Abigail | 16 | Mansfield Aquatic Club-NT | 2:20.65 | 2:20.32 |
| 13 | Zettel, Nicole | 17 | TAC Titans-NC | 2:17.89 | 2:20.36 |
| 14 | Kodera, Juliana | 15 | Blue Dolfins-FL | 2:21.77 | 2:20.44 |
| 15 | Sayers, Emma | 18 | Scottsdale Aquatic Club-AZ | 2:18.05 | 2:20.53 |
| 16 | Treglia, Megan | 17 | Jersey Wahoos-MA | 2:21.39 | 2:21.34 |
| 17 | Howze, Addison | 16 | Bartlesville Splash Club-OK | 2:05.21Y | 2:21.99 |
| 18 | Novinskiy, Victoria | | | 15.17 | 2:22.04 |
| 19 | Mauldin, Carolina | | | 18.91 | 2:22.14 |
| 20 | Brown, Olivia | | | 21.31 | 2:22.16 |
| 21 | Whorton, Avery | | | 03.18Y | 2:22.17 |
| 22 | Wiles, Lily | | | 19.93 | 2:22.30 |
| 23 | Therrien, Emerson | | | 17.98 | 2:22.78 |
| 24 | McIver-Jenkins, Eva | | | 04.66Y | 2:22.91 |
| *25 | Town, Annabeth | | | 05.27Y | 2:23.15 |
| *25 | Pickert, Rebecca | | | 20.37 | 2:23.15 |
| 27 | He, Sophia | | | 03.72Y | 2:23.17 |
| 28 | Rossmann, Lily | | | 25.95 | 2:23.29 |
| 29 | Nguyen, Amy | | | 04.18Y | 2:23.37 |
| 30 | Vogt, Lauryn | | | 23.02 | 2:23.56 |
| 31 | Swanson, Kamdyn | | | 24.86 | 2:23.87 |
| 32 | Freeman, Ella | 17 | Rockwall Aquatic Center of Exc-NT | 2:20.82 | 2:24.03 |
| 33 | Frushour, Brooke | 15 | Nitro Swimming-ST | 2:24.99 | 2:24.37 |
| 34 | Larsen, Ariana | 15 | Aggie Swim Club-GU | 2:24.33 | 2:24.39 |
| 35 | Crane, Taylor | 16 | TAC Titans-NC | 2:03.92Y | 2:24.40 |
| 36 | Castano, Isabella | 17 | Asphalt Green Unified Aquatics-MR | 2:21.42 | 2:24.48 |

While the tie at 25th does not prevent seeding finals, it's a good idea to have the coaches resolve the tie so that if there is a medical scratch or no show in the A, B, or C finals, you know which swimmer moves up. They can swim it off, flip a coin, concede, or otherwise resolve the tie to their mutual satisfaction.

# Resolution Table Procedures: Resolving Problematic Ties

- What ties are not problematic?
  - Ties inside the A Final
  - Ties in the middle to bottom of a Finals heat (if swimmers aren't scratching )
  - Ties well below the qualifying finalists (if swimmers aren't scratching)
- Keep a close eye on scratches because
  - Ties that were problematic can resolve
  - Ties that were not problematic can become an issue
  - Scratch rates on the first day of the meet may be different than on the last day
- Be proactive! It's easier to prevent a problem than to fix a problem.

# Resolution Table Procedures: Resolving Problematic Ties

- Methods to resolve ties
  - Swim offs – same or different event
  - One swimmer concedes to the other
  - One swimmer decides to scratch
  - Coin flip, rock-paper-scissors, arm wrestle, etc. as long as swimmers agree
- Thoroughly document how ties are resolved and keep the notes in the event file.

# Resolution Table Procedures: Scratches from Finals

- How is the AO Involved?
  - Maintaining control of results sheets to prevent errors, misplacement, foul play
  - Correctly recording scratches and intents according to protocol for the meet
  - Proactively monitoring ties, keeping referee advised of developments, and ensuring all problematic ties are resolved
  - Arranging paperwork for any swim offs
  - Supervising correct entry of scratches from Finals into meet management software
  - Ensuring that tie resolutions are accurately recorded automatically or via Judges' Decision in the meet management software
  - Communicating with coaches whose swimmers are scratched into Finals
    - Get contact information at check in
  - Double checking Finals heat sheet
  - Preparing paperwork for Finals session



# Q&A
# Scratches from Finals and Resolving Ties

# Resolution Table Procedures: Scratches from Preliminary Heats

- Some meets allow swimmers to scratch events they do not want to swim the next day as defined in the Meet Announcement
  - Over-entered swimmers
  - Swimmers who want to make room for a time trial
  - Swimmers who want a lighter schedule
- Unlike Finals, if swimmers are seeded into Prelims heats and do not want to swim, they have the option to Declare a False Start
  - Relieves swimmer from no show penalty if there is one
  - Can be declared prior to the swimmer's heat per the meet protocol
  - Swimmers can decide to swim by stepping up in their assigned lanes
  - If they do not, this is recorded in meet management software as a DFS DQ
- Some Prelims/Finals meets have penalties for "no showing" preliminary heats

# Resolution Table Procedures: Scratches from Preliminary Heats

- How is the AO involved?
  - Correctly recording scratches according to protocol for the meet
  - Communicating with coaches about over-entered swimmers
  - Supervising correct entry of scratches from Prelims into meet management software
  - Running reports to confirm all athletes are entry compliant for the Prelim session
  - Double checking  Prelims heat sheet
  - Preparing paperwork for Prelims session

# Resolution Table Procedures: Penalties

- The Meet Announcement details actions that will be penalized and the resulting penalty. Only the referee can impose penalties!
  - Failure to withdraw from Prelims – no show vs declared false start
  - Failure to check in for or compete in positive check in events
  - Failure to compete in Finals – no show penalty
- Original qualifiers versus “scratched in” finalists and alternates
- Medical scratches – only the referee may authorize
- Be sure to investigate before informing the referee of a penalty situation
- Penalties at higher level meets are usually stiff.  If an admin error caused an issue, admit it.  Fix it, learn from it, then move on!

# Q&A
# Scratches from Prelims and Penalties

# Generating Accurate Results

- The admin team is responsible for ensuring that things that happen during the Preliminary and Finals heats are properly recorded in the meet management software:
  - Disqualifications
  - Declared False Starts
  - No shows
  - Lane changes
- Resolving timing discrepancies is still a major responsibility of the admin team.
- While the rules for timing adjustments are the same, the admin team will be under pressure at a P/F meet to produce accurate results quickly:
  - Announcing Prelims results
  - Awarding athletes at Finals



# Generating Accurate Results

- There are 3 types of timing system configurations that comply with USA Swimming rules:
  - Automatic – the system starts automatically with the starting signal and ends when the swimmer touches the pad.
  - Semi Automatic – the system starts automatically with the starting signal and ends when the timer(s) pushes the button as the swimmer touches the wall.
  - Manual – the system relies on timers who manually start watches at the starting signal and end when the timer stops the watch as the swimmer touches the wall.
- Automatic and Semi Automatic systems require at least one backup system

# Automatic Timing Systems

The official time is almost always the PAD time.  If the backup system indicates an error with the pad time, the AO is obligated to investigate.

- As the opening assumption is always that the pad time is correct, only conclusive evidence can overturn a pad time.
- If there is any doubt, ask the referee for assistance.
- If there is an ongoing concern with a pad's or button's (or timer's!) reliability, don't hesitate to request a replacement and bring it to the referee's attention. Best to fix a problem rather than to continue dealing with errors.
- Procedures for legal timing adjustments do not change with meet type, but you may be working with different timing systems at different pools. Be sure you understand the system.

# Pads with Two Button Backup System

- If one button or both buttons support the pad, the pad is good.
- If two buttons are close to each other and faster than the pad, usually use the average of the buttons.
- If buttons are close to each other and slower than the pad, carefully investigate before taking away a faster pad time. Ask questions, get order of finish, and get a second opinion from the referee.
- If there is no pad time, the official time is the average of the buttons if they are close to each other.  If they are not, the AO must determine which button is more accurate by looking at the watch times and the order of finish for support. Ask for a second opinion from the referee.

# Lane Malfunction with Two Button Back Up

| Pad | Button 1 | Button 2 | Avg Button |
|---|---|---|---|
| 1:02.41 | 1:02.36 | 1:02.45 | 1:02.40 |

| Official Time |
|---|
| 1:02.41 |

| Pad | Button 1 | Button 2 | Avg Button |
|---|---|---|---|
| 1:02.41 | 1:02.36 | 1:01.48 | 1:02.42 |

| Official Time |
|---|
| 1:02.41 |

| Pad | Button 1 | Button 2 | Avg Button |
|---|---|---|---|
| 1:02.41 | 1:02.09 | 1:02.01 | 1:02.05 |

| Official Time |
|---|
| 1:02.05 |

| Pad | Button 1 | Button 2 | Avg Button | Watch 1 | Watch 2 |
|---|---|---|---|---|---|
| 1:02.41 | 1:02.72 | 1:02.86 | 1:02.79 | 1:02.62 | 1:02.79 |

| Official Time |
|---|
| 1:02.41 * |
| 1:02.79** |

*Nothing unusual reported. Order of finish put swimmer ahead of two other lanes with slower times.
** Timing system operator observed the timers step on the top of the pad as they walked up at the end of the race. Order of finish has this lane finishing toward the end of the heat.

# What happens if the system starts late?

- You will determine an average adjustment by comparing average watch times to the early automatic times.
- Always ask the Timing System Operator to start the system late if it fails to start automatically.
- Some meet management software systems provide a template to calculate late starts but be prepared to do it manually just in case.

# Heat Malfunction

| Lane | Early Pad | Early Button | Early Pad vs Early Button | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2:17.24 | 2:17.45 | 0.21 | | | | | | |
| 2 | 1:56.99 | 1:57.13 | 0.14 | | | | | | |
| 3 | 1:57.38 | 1:57.45 | 0.07 | | | | | | |
| 4 | 2:13.32 | 2:13.60 | 0.28 | | | | | | |
| 5 | 2:13.39 | 2:13.53 | 0.14 | | | | | | |
| 6 | 2:23.73 | 2:23.94 | 0.21 | | | | | | |
| | | | | | | | | | |
| Order of finish = 2-3-4-5-1-6 | | | | | | | | | |

# Heat Malfunction

| Lane | Early Pad | Early Button | Early Pad vs Early Button | Watch 1 | Watch 2 | Avg Watch | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2:17.24 | 2:17.45 | 0.21 | 2:19.24 | 2:19.27 | **2:19.25** | | | |
| 2 | 1:56.99 | 1:57.13 | 0.14 | 1:59.00 | | **1:59.00** | | | |
| 3 | 1:57.38 | 1:57.45 | 0.07 | 1:59.41 | 1:59.51 | **1:59.46** | | | |
| 4 | 2:13.32 | 2:13.60 | 0.28 | 2:15.36 | 2:15.41 | **2:15.38** | | | |
| 5 | 2:13.39 | 2:13.53 | 0.14 | 2:15.44 | 2:15.60 | **2:15.52** | | | |
| 6 | 2:23.73 | 2:23.94 | 0.21 | 2:25.75 | 2:25.78 | **2:25.76** | | | |
| | | | | | | | | | |
| Order of finish = 2-3-4-5-1-6 | | | | | | | | | |

# Heat Malfunction

| Lane | Early Pad | Early Button | Early Pad vs Early Button | Watch 1 | Watch 2 | Avg Watch | Avg Watch – Early Pad | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2:17.24 | 2:17.45 | 0.21 | 2:19.24 | 2:19.27 | 2:19.25 | +2.01 | | |
| 2 | 1:56.99 | 1:57.13 | 0.14 | 1:59.00 | | 1:59.00 | +2.01 | | |
| 3 | 1:57.38 | 1:57.45 | 0.07 | 1:59.41 | 1:59.51 | 1:59.46 | +2.08 | | |
| 4 | 2:13.32 | 2:13.60 | 0.28 | 2:15.36 | 2:15.41 | 2:15.38 | +2.06 | | |
| 5 | 2:13.39 | 2:13.53 | 0.14 | 2:15.44 | 2:15.60 | 2:15.52 | +2.13 | | |
| 6 | 2:23.73 | 2:23.94 | 0.21 | 2:25.75 | 2:25.78 | 2:25.76 | +2.03 | | |
| | | | | | | Total | +12.32 | | |
| Order of finish = 2-3-4-5-1-6 | | | | | | Average | +2.0533 | | |

# Heat Malfunction

| Lane | Early Pad | Early Button | Early Pad vs Early Button | Watch 1 | Watch 2 | Avg Watch | Avg Watch – Early Pad | Heat Adjustment | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2:17.24 | 2:17.45 | 0.21 | 2:19.24 | 2:19.27 | 2:19.25 | +2.01 | +2.05 | |
| 2 | 1:56.99 | 1:57.13 | 0.14 | 1:59.00 | | 1:59.00 | +2.01 | +2.05 | |
| 3 | 1:57.38 | 1:57.45 | 0.07 | 1:59.41 | 1:59.51 | 1:59.46 | +2.08 | +2.05 | |
| 4 | 2:13.32 | 2:13.60 | 0.28 | 2:15.36 | 2:15.41 | 2:15.38 | +2.06 | +2.05 | |
| 5 | 2:13.39 | 2:13.53 | 0.14 | 2:15.44 | 2:15.60 | 2:15.52 | +2.13 | +2.05 | |
| 6 | 2:23.73 | 2:23.94 | 0.21 | 2:25.75 | 2:25.78 | 2:25.76 | +2.03 | +2.05 | |
| | | | | | | Total | +12.32 | | |
| Order of finish = 2-3-4-5-1-6 | | | | | | Average | +2.0533 | | |

# Heat Malfunction

| Lane | Early Pad | Early Button | Early Pad vs Early Button | Watch 1 | Watch 2 | Avg Watch | Avg Watch – Early Pad | Heat Adjustment | Official Time |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2:17.24 | 2:17.45 | 0.21 | 2:19.24 | 2:19.27 | 2:19.25 | +2.01 | +2.05 | **2:19.29** |
| 2 | 1:56.99 | 1:57.13 | 0.14 | 1:59.00 | | 1:59.00 | +2.01 | +2.05 | **1:59.04** |
| 3 | 1:57.38 | 1:57.45 | 0.07 | 1:59.41 | 1:59.51 | 1:59.46 | +2.08 | +2.05 | **1:59.43** |
| 4 | 2:13.32 | 2:13.60 | 0.28 | 2:15.36 | 2:15.41 | 2:15.38 | +2.06 | +2.05 | **2:15.37** |
| 5 | 2:13.39 | 2:13.53 | 0.14 | 2:15.44 | 2:15.60 | 2:15.52 | +2.13 | +2.05 | **2:15.44** |
| 6 | 2:23.73 | 2:23.94 | 0.21 | 2:25.75 | 2:25.78 | 2:25.76 | +2.03 | +2.05 | **2:25.78** |
| | | | | | | Total | +12.32 | | |
| **Order of finish = 2-3-4-5-1-6** | | | | | | Average | +2.0533 | | |

# What happens if the system fails to start?

- If there is no electronic data at all, you will have to rely completely on watches for each lane's official time:
  - Middle of three valid watches
  - Average of two valid watches
  - One valid watch
- Check order of finish for confirmation

# Further notes: Backups, Watches, and OOF

- In a 3 button backup system, the middle button is used instead of  the average.
- Keep in mind that a timer's watch will almost always support their button since they are usually depressed simultaneously.
- The AO should use watch times **only** when the pad and buttons are proven to be invalid.
- Remember you are working to prove the pad, not disprove it. If you can't, follow the rules for identifying the appropriate back up time.
- Can't average different systems like a watch and a button.
- Order of finish is subject to human error with an accuracy range but can be a very useful data point for determining  where in the pack a swimmer most likely finished and their rank relative to others in the heat.

# In summary, at Prelims/Finals meets, keep in mind…

- Many of your duties will be the same as at a Timed Finals meet but you may have additional duties.
- You may be asked to work as part of an Admin Team and use new or different protocols. Be flexible and open to new ideas and new procedures.
- ALWAYS be extra customer service oriented since tensions may be higher at these meets for coaches and swimmers. And officials, too!

Want to learn more about Hytek Meet Manager?
Don’t miss the next Hot Summer Nights webinar
on Wednesday at 8:00 ET.

# Q&A