



Administrative Official Training

Be Smartt Inc for
New Jersey Swimming



Administrative Official Training

102.14 Administrative Official/Referee

.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 (Meet Manager operations)
- E Other administrative personnel



Administrative Official Training

102.14 Administrative Official/Referee

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

- 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...
- D Determination of the official results
- E Publication and posting of results and scores

.3 Shall perform other duties as assigned by the Referee



Administrative Official Training

102.14 Administrative Official/Referee

.2 C...

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



Administrative Official Training

- **The Administrative Official must:**
 - **Know the administrative rules of USA Swimming and NJ Swimming 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**



Administrative Official Training

- **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 being fulfilled properly**



Administrative Official Training

- **The Administrative Official can also be responsible for:**
 - **Timing System Operation**
 - **Meet Management Operation**
 - **Clerk of Course**
 - **Timing Judge**
 - **Meet Director**



Administrative Official Training

- **The Administrative Official cannot be any deck position (“wet side”):**
 - **Stroke & Turn**
 - **Starter**
 - **Deck Referee**
 - **Meet Referee**



Administrative Official Training

- **Administrative Official Certification Process**
These steps must be completed in order!
 - i. **Attend an Administrative Official Training Class—this one!**
 - ii. **Complete membership form in packet. Attach a check for \$62, payable to NJ Swimming. Hand in.**
 - a. **Your membership is good until end of 2017**
 - iii. **Create a USA Swimming account**
 - a. **Go to usaswimming.org**
 - b. **Top Right hand corner “SIGN IN”**
 - c. **Complete information. “USA Swimming Connection” should be “Volunteer”**



Administrative Official Training

- **Administrative Official Certification Process**

...continued

- iv. **Once logged in, take the Administrative Official's test—not the Administrative Referee test**

- a. **Menus: Member Resources > Officials > Testing and National Certification (this can be done in one step with pop-up menus)**
 - b. **You will need a copy of the current rulebook to complete the test. Available online (links will be e-mailed after this class)**



Administrative Official Training

- **Administrative Official Certification Process**

...continued

Test-taking hints

- a. Test taking styles vary. No one method works for everyone.
- b. If you feel more comfortable, you can print the questions out, answer them offline, then return and enter your answers online.
- c. Take your time. You do **not** have to complete the test in one sitting.
- d. Rulebook questions will tell you the sections that you need to look at to find the answer.
- e. Rulebook questions love obscure situations that you're not going to encounter!
- f. You will need the **Timing Judge Test Chart** which is on the test main page for examples of timing discrepancy questions.
- g. You can take the test multiple times. Tests are randomly generated and unique.




Administrative Official Training

- **Administrative Official Certification Process**

...continued

- v. **When you have passed, you will receive an e-mail with your USA Swimming ID and score. Forward this to besmartinc@gmail.com**

 Gmail John Lister <[redacted]>

Online Test 'Re-certification - Administrative Official' Taken by Lister, John
1 message

webmaster@usaswimming.org <webmaster@usaswimming.org> Tue, Jan 5, 2016 at 10:06 PM
To: [redacted]

You have completed the test. this test requires a grade of at least 80% to pass.
>>>> Lister, John has passed the test: Re-certification - Administrative Official

>>>> Correct Answers: 56 questions were answered correctly from 60 questions where 48 correct answers are required to pass.
>>>> Grade 93.33%
>>>> USAS ID: [redacted] UST
>>>> Address: [redacted] New Brunswick, New Jersey 08901
>>>> Phone: 7327900805 (Home) 7327900805 (Work)
>>>> LSC: NJ
>>>> Club
>>>> User ID [redacted]

>>>> Please return to the test signup page to review your results.



Administrative Official Training

- **Administrative Official Certification Process**

...continued

- vi. We forward your completed packet to **Ed Miller**, the NJ Officials' coordinator.
 - a. Ed's e-mail: **caefmilleriii@msn.com**
- vii. Ed will process your registration for USA Swimming and NJ Swimming.
 - This can take a week or so.



Administrative Official Training

- **Administrative Official Certification Process**

...continued

viii. You need to complete a background check.

- a. Your membership processing has to be completed before you can start here. If you aren't able to complete this after a couple of weeks e-mail Ed: caefmilleriii@msn.com**
- b. This costs around \$45 (USA Swimming is transitioning to a new provider, so cost may change). If you work for 6 sessions, this will be reimbursed on your next membership application.**
- c. If you lived in certain states (eg New York), there may be a surcharge. NJ Swimming will reimburse this immediately. E-mail Ed with the online receipt.**



Administrative Official Training

- **Administrative Official Certification Process**

...continued

- ix. You need to complete Athlete Protection Training.**

- a. Login to USA Swimming**
 - b. Menus Member Resources > Safe Sport (Under Programs and Services) > Access Safe Sport Training Materials.**
 - c. Select link Mandatory Athlete Protection Training for Coaches/Non-Athlete Members.**
 - d. The course takes slightly more than an hour.**



Administrative Official Training

- **Administrative Official Certification Process**

...continued

- x. **Internship**

- a. You can start as soon as you receive a card from Ed
 - b. Work 3 sessions at a minimum of 2 different meets
 - c. You can't work **championship meets** during your internship. List online at NJ Swimming (will be e-mailed)
 - d. You're not going to get credit for only working distance sessions at meets.
 - e. Make sure you have the meet referee sign your card at the end of each session.
 - f. Once you have completed 3 sessions, send the card to Ed Address will be e-mailed after.



Administrative Official Training

- **Administrative Official Certification Process**
...continued

Congratulations!



Administrative Official Training

- **Administrative Official Certification Process**
...continued

So now what?



Administrative Official Training

- **Before the Meet**

- Make sure you're familiar with the meet:**

- **Read the meet announcement.**
- **Meet structure, schedule, sessions, age groups**
- **Referee**
- **Meet Director**
- **What will you be doing?**
- **When are you expected to arrive?**
- **What are you expected to bring?**
- **Arrive early!**



Administrative Official Training

- **Swimmer Check-in**

- Distribute check-in forms to coaches:**

- **All coaches on deck need USA Swimming ID, Card or Deck Pass**
- **What time are forms due back?**
- **Do teams owe entry fees?**
- **Relays?**



Administrative Official Training

- Meet Manager Athlete Screen

Athletes

Layout Add Edit Delete Contact Comp# Multi-Class# ScratchAll View Find Reports Export to HTML Events Relays Teams Help

Session 1

Gender: Both Male Female

Age Range: [] - [] Team: []

Entries: Eligible Only All Events Entries Only

Show Relays Show Swim-ups Show Results

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	USS Number	Birth Date	Preferred	Status
Achury	Camelia	M	F	12	SCAR-NJ	Scarlet Aquatics	072503CAMMACHU	07-25-2003		Normal
Ackerson	Chelsea	L	F	17	HACY-NJ	HAMILTON Y AQUATIC CLUB	011999CHELACKE	01-19-1999		Normal
Adams	Chase	C	M	11	RBY-NJ	Red Bank YMCA	032105CHACADAM	03-21-2005		Normal
Adams	Raymord	H	M	13	RBY-NJ	Red Bank YMCA	032003RAYHADAM	03-20-2003	Hunter	Normal
Afromsky	Ashleigh	D	F	16	WFY-NJ	Wyckoff YMCA Sharks	012000ASHDAFRO	01-20-2000		Normal
Afromsky	Jordan	M	F	14	WFY-NJ	Wyckoff YMCA Sharks	051902JORVAFRO	05-19-2002		Normal
Afromsky	Sarah	C	F	14	WFY-NJ	Wyckoff YMCA Sharks	051902SARCAFRO	05-19-2002		Normal
Aguanno	Isabella	M	F	12	OCY-NJ	Ocean County YMCA	061204ISAMAGUA	06-12-2004		Normal
Alvarez	Mark	M	M	13	SAY-NJ	Summit Area YMCA Swim Tea	012603MARMALBA	01-26-2003	Mark	Normal
Aleksandrov	Ivan		M	12	SCAR-NJ	Scarlet Aquatics	091203IVA*ALEK	09-12-2003		Normal
Alfajora	Deion	C	M	16	PAA-NJ	Peddie Aquatic Association	103099DEICALFA	10-30-1999		Normal
Alferez	Veronica		F	17	JFAC-NJ	Jersey Flyers Aquatic Club	040899VER*ALFE	04-08-1999	Veronica	Normal
Amaritei	Victor		M	11	JFAC-NJ	Jersey Flyers Aquatic Club	042505VIC*AMAR	04-25-2005	Victor	Normal
Amer	Inez	H	F	13	EEX-NJ	Eastern Express	121002INEHAMER	12-10-2002	Inez	Normal
Amoreno	Benjamin	H	M	16	CAT-NJ	Cougar Aquatic Team	081099BENHAMOR	08-10-1999		Normal
Amoreno	Jack	C	M	13	CAT-NJ	Cougar Aquatic Team	053003JACCAMOR	05-30-2003		Normal
Amster	Ella	A	F	11	CJAC-NJ	CENTRAL JERSEY AQUATIC	090304ELLAAMST	09-03-2004		Normal
Amster	Zachary	N	M	14	CJAC-NJ	CENTRAL JERSEY AQUATIC	031302ZACNAMST	03-13-2002		Normal
Ancey	Dominic	V	M	12	MYM-NJ	YMCA of Montclair	011604DOMVANCE	01-16-2004	Dom	Normal
Anderson	Ethan	A	M	16	EEX-NJ	Eastern Express	043000ETHAANDE	04-30-2000		Normal
Anderson	Timothy	C	M	14	WFY-NJ	Wyckoff YMCA Sharks	091901TIMCANDE	09-19-2001	Tim	Normal

ENTRIES

Evt #	Eligible Events Session 1	Sel	Stat	Entry Time	Heat/Lan	Alt	Exh	Bonu	Specia	Event	Conv Time
26	Men 13&O 100 Free	<input checked="" type="checkbox"/>	U	58.13L		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		58.13L
28	Men 13&O 200 Back	<input checked="" type="checkbox"/>	U	2:04.67Y		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2:21.15L
30	Men 13&O 100 Breast	<input checked="" type="checkbox"/>	U	1:15.05L		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:15.05L



Administrative Official Training

- **Seeding**

- **Timed Finals:**

- **Slow-to-Fast**
 - **Fast-to-Slow**
 - **Fastest heat at finals**
 - **Non-conforming times seed slowest**

- **Prelims/Finals**

- **Circle/Serpentine seeding for the fastest 3 heats for prelims**
 - **Remainder of heats seeded regular manner**
 - **In finals, each heat seeded separately. No adjustments to ensure 3 swimmers in a heat.**

- **How to**

- **You will rarely do this manually, but you have to know how.**



Administrative Official Training

- **Seeding Lane Order**

										Lanes in Pool
					4	2	1	3	5	5
				6	4	2	1	3	5	6
			6	4	2	1	3	5	7	7
		8	6	4	2	1	3	5	7	8
	8	6	4	2	1	3	5	7	9	9
10	8	6	4	2	1	3	5	7	9	10
10	9	8	7	6	5	4	3	2	1	< Lane



Administrative Official Training

- **Timed Finals Seeding Example 1**

- 10 Swimmers in a 6 Lane Pool, Slow to Fast:**

	Lane 6	Lane 5	Lane 4	Lane 3	Lane 2	Lane 1
Heat 1		10	8	7	9	
Heat 2	6	4	2	1	3	5



Administrative Official Training

- **Timed Finals Seeding Example 2**

- **13 Swimmers in a 6 Lane Pool, Slow to Fast:**

- **Pull 2 slowest swimmers from faster heat to make a heat of 3**

	Lane 6	Lane 5	Lane 4	Lane 3	Lane 2	Lane 1
Heat 1			12	11	13	
Heat 2		10	8	7	9	
Heat 3	6	4	2	1	3	5



Administrative Official Training

- **Preliminaries Seeding Example 1**

- **13 Swimmers in a 6 Lane Pool, Slow to Fast:**

- **Fastest swimmer in fastest lane in heat 3, next in fastest lane in heat 2, next in fastest lane in heat 1...**

	Lane 6	Lane 5	Lane 4	Lane 3	Lane 2	Lane 1
Heat 1		12	6	3	9	
Heat 2		11	5	2	8	
Heat 3		10	4	1	7	13



Administrative Official Training

- **Report Printing**

- Heat Sheets**

- Swimmers (“The Wall”)
- Coaches
- Officials
- Hospitality

- Lane Timer Sheets**

- Public Heat Sheets**

- Ideally use Meet Mobile and web



Administrative Official Training

Timing Systems



Administrative Official Training

- **Timing Systems**

- Automatic**

- **Primary: Touchpads**
- **Secondary: Button(s)**
- **Tertiary: Watches**

- Semi-Automatic**

- **Primary: Two Buttons per lane**
- **Secondary: Watches**

- Manual**

- **Primary: Three watches per lane**

- May use combination**

- **Automatic system for 50s and longer**
- **Watches for 25s**



Administrative Official Training

- **Timing Systems**

...continued

- Automatic**

- Minimum of 1 Timer per lane
- Realistically 2: Timer A: Button & Stopwatch
Timer B: Clipboard and Stopwatch
- One timer may not operate two buttons or two stopwatches

- Semi-Automatic**

- Minimum of 2 Timers per lane
- Timer A: Stopwatch and button
Timer B: Clipboard and button

- Timers are underappreciated!**

- Difficult job to do well
- Requires concentration for long period of time



Administrative Official Training

- **Timing Judge**

- **Determining the official time is the most important job of the Administrative Official**
 - 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 information may help
 - Practice for fluency and consistency
 - Real familiarity with Meet Manager run screen is the key to your success!



Administrative Official Training

- **USA Timing Rules Change**
 - ❑ **Before May 1st, 2016 USA Swimming used rules incorporating average difference between primary and secondary times in other lanes in adjusting backup times.**
 - ❑ **Since May 1st, USA Swimming follows simpler FINA rules**
 - **NCAA still uses old USA Swimming rules**
 - **Some timing consoles (including Colorado) will adjust primary times based on buttons. This is not recommended—use Meet Manager for all adjustments**



Administrative Official Training

- **Setting Meet Manager Time Adjustment Mode**
 - ❑ **On Meet Setup Screen**

The screenshot shows a software window titled 'DQ Codes'. At the top, there is a dropdown menu with the text 'USA-S DQ Codes Nov 2013'. Below this, the section 'Time Adjustment Method' is displayed with two radio button options: 'FINA rules' (which is selected) and 'USA Swimming rules prior to 1 May 2016'. At the bottom of the window, a button labeled 'Convert Entries' is visible.



Administrative Official Training

- **Adjustment Guidelines**

- When using Automatic Timing: “When recorded by properly operating automatic equipment, the pad time shall be the official time” Rule 102.24.4A**

- You must prove the pad time incorrect
- Use button times, watch times, order of finish
- Which of the times do you consider accurate?
- How consistent is the starter’s order of finish?
- Meet Manager makes this fast
- **Practice makes for fluency and consistency**



Administrative Official Training

- **Clean Heat**
 - Pad times for all lanes
 - Backup buttons agree with pad times to within 0.3 seconds
 - **AdjStat** column shows adjustment status:
 - Blank: Nothing required
 - ?: Needs Research
 - A: Time Adjusted
 - K: Pad time has been verified OK

Heat 3 of 6 == Finals == Event 15 Women 200 Yard Breaststroke											
Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
2:44.05	2:49.82	<input type="checkbox"/>	<input type="checkbox"/>		2:49.70			5	30		
2:42.69	2:49.38	<input type="checkbox"/>	<input type="checkbox"/>		2:49.54			3	28		
2:42.20	2:53.59	<input type="checkbox"/>	<input type="checkbox"/>		2:53.53			8	38		
2:40.87	2:51.01	<input type="checkbox"/>	<input type="checkbox"/>		2:50.95			7	33		
2:41.41	2:49.62	<input type="checkbox"/>	<input type="checkbox"/>		2:49.55			4	29		
2:42.36	2:50.21	<input type="checkbox"/>	<input type="checkbox"/>		2:50.07			6	31		
2:43.11	2:42.03	<input type="checkbox"/>	<input type="checkbox"/>		2:42.08			1	17		
2:44.33	2:42.67	<input type="checkbox"/>	<input type="checkbox"/>		2:42.71			2	19		



Administrative Official Training

- Late Pad

Run the Meet - Jeffrey S Mace Memorial Summer Sizzle XXVI

Events Athletes Relays Seeding Web Swim-Off Re-Scor Combine Reports Labels Preferences Interfaces OW Module Meet Mobile Help

Enter Results by Lane (Ctrl-E)

Meet Mobile Disabled HY-TEK's MEET MANAGER Licensed to: Sonny Werblin Rec. Center - Site License

EVENT LIST - All Events - LC Meters - (Session not selected)											Cumulative Splits <Ctrl-I: Replace Splits with Records		
Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DF			Lane	50	100
1	F	Scored	Girls 11-12 50 LC Meter Butterfly	10	-	-	-	-			1	46.42	1:37.32
2	F	Scored	Boys 11-12 50 LC Meter Butterfly	8	-	-	-	-			2	44.00	1:30.98
3	F	Scored	Girls 10 & Under 50 LC Meter Butterfly	5	-	-	2	-			3	42.41	1:25.83
4	F	Scored	Boys 10 & Under 50 LC Meter Butterfly	6	-	-	-	-			4	44.51	1:33.74
5	F	Scored	Girls 11-12 100 LC Meter Freestyle	10	-	-	-	-			5	44.20	1:32.02
6	F	Scored	Boys 11-12 100 LC Meter Freestyle	7	-	-	-	-			6	47.71	1:37.81
7	F	Scored	Girls 10 & Under 100 LC Meter Freestyle	4	-	-	-	1			7	42.32	1:28.93
8	F	Scored	Boys 10 & Under 100 LC Meter Freestyle	6	-	-	-	-			8	49.70	1:44.82
9	F	Scored	Girls 11-12 200 LC Meter IM	8	-	-	-	-					
10	F	Scored	Boys 11-12 200 LC Meter IM	6	-	1	1	-					
11	F	Scored	Girls 10 & Under 200 LC Meter IM	2	-	-	1	-					
12	F	Scored	Boys 10 & Under 200 LC Meter IM	4	-	-	1	-					
13	F	Scored	Girls 11-12 100 LC Meter Backstroke	9	-	-	1	-					
14	F	Scored	Boys 11-12 100 LC Meter Backstroke	7	-	1	1	1					
15	F	Scored	Girls 10 & Under 100 LC Meter Backstroke	4	1	-	-	-					
16	F	Scored	Boys 10 & Under 100 LC Meter Backstroke	6	-	-	-	-					
17	F	Scored	Girls 11-12 200 LC Meter Medley Relay	3	-	-	-	-					
18	F	Scored	Boys 11-12 200 LC Meter Medley Relay	2	-	-	-	-					
19	F	Scored	Girls 10 & Under 400 LC Meter Freestyle	1	-	-	-	-					
20	F	Scored	Boys 10 & Under 400 LC Meter Freestyle	2	-	-	-	-					

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

Session : F7 SCR Sheet : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L Re-Rank

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S Re-Score

Heat 1 of 4 == Finals == Event 15 Girls 10 and Under 100 LC Meter Backstroke

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Brown, Olivia	9	Team Suffolk-MR	1:37.19	1:37.32				1:37.26			6	29		
2	Jahn, Ava S	10	Peddie Aquatic Association-NJ	1:35.55	1:30.98				1:30.94			3	18		
3	Miklaszewski, Lily	10	Cougar Aquatic Team-NJ	1:35.08	1:25.83				1:25.75			1	3	16	
4	Cutalo, Olivia C	10	Central Jersey Aquatic Club-NJ	1:34.78	1:33.74				1:33.10			5	28	?	y
5	Martin, Katie H	10	Charles River Aquatics-NE	1:34.86	1:32.02				1:31.88			4	23		
6	Sawicki, Jocelyn R	10	Morris County Swim Club-NJ	1:35.21	1:37.81				1:37.69			7	30		
7	Sharma, Meghan	10	Somerset Valley YMCA-NJ	1:35.85	1:28.93				1:29.19			2	14	3	
8	Bahn, Sophie E	9	Eastern Express-NJ	1:37.29	1:44.82				1:45.06			8	32		



Administrative Official Training

- **Late Pad**
 - Problem lanes highlighted in yellow
 - MM5/MM6 Heat button yellow if current heat, red otherwise
 - MM6 yellow count of problems in ? column in event list
 - MM4 and earlier: only lane highlighted

of 4 == Finals == Event 15 Girls 10 and Under 100 LC Me

Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	B
1:37.19	1:37.32	<input type="checkbox"/>	<input type="checkbox"/>		1:37.26		
1:35.55	1:30.98	<input type="checkbox"/>	<input type="checkbox"/>		1:30.94		
1:35.08	1:25.83	<input type="checkbox"/>	<input type="checkbox"/>		1:25.75		
1:34.78	1:33.74	<input type="checkbox"/>	<input type="checkbox"/>		1:33.10		
1:34.86	1:32.02	<input type="checkbox"/>	<input type="checkbox"/>		1:31.88		
1:35.21	1:37.81	<input type="checkbox"/>	<input type="checkbox"/>		1:37.69		
1:35.85	1:28.93	<input type="checkbox"/>	<input type="checkbox"/>		1:29.19		
1:37.29	1:44.82	<input type="checkbox"/>	<input type="checkbox"/>		1:45.06		



Administrative Official Training

- Other reports—Colorado

```

===== Race History <===== Jeffrey S Mace Memor <===== Race [0090] <=====
                                     Friday 24-Jun-16 5:00:48 pm
                               100 Girls 10 & Under Backstroke Final
                               Event: 15           Heat: 1

```

```

----- ( Lane Number
|----- ( Lengths
|----- ( Time
7) 1 42.32 3) 1 42.41 2) 1 44.00 5) 1 44.20 4) 1 44.51
1) 1 46.42 6) 1 47.71 8) 1 49.70 3) 2 1:25.83 7) 2 1:28.93
2) 2 1:30.98 5) 2 1:32.02 4) 2 1:33.74 1) 2 1:37.32 6) 2 1:37.81
8) 2 1:44.82

```

```

===== Sys6 v1.232 <===== Colorado Time System 6 <=====

```

```

===== RACE SUMMARY <===== Jeffrey S Mace Memor <===== Race [0090] <=====
                                     Friday 24-Jun-16 5:00:48 pm
                               100 Girls 10 & Under Backstroke Final
                               Event: 15           Heat: 1

```

----- BY LANE -----				----- BY PLACE -----			
Lane	Place	Time	Backup	Place	Lane	Time	Backup
1	6	1:37.32		1	3	1:25.83	
2	3	1:30.98		2	7	1:28.93	
3	1	1:25.83		3	2	1:30.98	
4	5	1:33.74	(1:33.10)	4	5	1:32.02	
5	4	1:32.02		5	4	1:33.74	(1:33.10)
6	7	1:37.81		6	1	1:37.32	
7	2	1:28.93		7	6	1:37.81	
8	8	1:44.82		8	8	1:44.82	

	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
Backup	1:37.26	1:30.94	1:25.75	(1:33.10)	1:31.88	1:37.69	1:29.19	1:45.06
Btn. A	1:37.26	1:30.94	1:25.75	1:33.10	1:31.88	1:37.69	1:29.19	1:45.06
Btn. B								
Btn. C								

```

React
===== Sys6 v1.232 <===== Colorado Time System 6 <=====

```



Administrative Official Training

- Other reports—MM **Calc** Report

Restore Pads : Ctrl-P
Calc : Ctrl-K
4 == Finals == Event

Time Adjustment - #15 Girls 10 & Under 100 LC Meter Backstroke - 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
<input checked="" type="checkbox"/>	1	1:37.32	1:37.26			1:37.26	0.06		1:37.32
<input checked="" type="checkbox"/>	2	1:30.98	1:30.94			1:30.94	0.04		1:30.98
<input checked="" type="checkbox"/>	3	1:25.83	1:25.75			1:25.75	0.08		1:25.83
<input checked="" type="checkbox"/>	4	1:33.74	1:33.10			1:33.10	0.64	y	1:33.10
<input checked="" type="checkbox"/>	5	1:32.02	1:31.88			1:31.88	0.14		1:32.02
<input checked="" type="checkbox"/>	6	1:37.81	1:37.69			1:37.69	0.12		1:37.81
<input checked="" type="checkbox"/>	7	1:28.93	1:29.19			1:29.19	-0.26		1:28.93
<input checked="" type="checkbox"/>	8	1:44.82	1:45.06			1:45.06	-0.24		1:44.82

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



Administrative Official Training

- **Other reports—MM Calc Report**

Sonny Werblin Rec. Center - Site License

HY-TEK's MEET MANAGER 6.0 - 10-13-2016 Page 1

Jeffrey S Mace Memorial Summer Sizzle XXVI - 06-24-2016 to 06-26-2016

Real time results at www.besmarttinc.com and Meet Mobile

Follow Be Smartt Inc on Facebook and Twitter!

Lane Adjustment Using Backup Times

Time Adjustment - #15 Girls 10 & Under 100 LC Meter Backstroke - Heat 1

Use	Lane	Primary	Button 1	Button 2	Button 3	ButtonCalc	Difference	Adjusted
Yes	1	1:37.32	1:37.26			1:37.26	0.06	1:37.32
Yes	2	1:30.98	1:30.94			1:30.94	0.04	1:30.98
Yes	3	1:25.83	1:25.75			1:25.75	0.08	1:25.83
Yes	4	1:33.74	1:33.10			1:33.10	0.64	1:33.10
Yes	5	1:32.02	1:31.88			1:31.88	0.14	1:32.02
Yes	6	1:37.81	1:37.69			1:37.69	0.12	1:37.81
Yes	7	1:28.93	1:29.19			1:29.19	-0.26	1:28.93
Yes	8	1:44.82	1:45.06			1:45.06	-0.24	1:44.82

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



Administrative Official Training

- **Adjustment**

- Need watch times from lane timers: **1:33.10, 1:33.03**
- Backup times support the button
- **Don't use watch times further**

Time Adjustment - #15 Girls 10 & Under 100 LC Meter Backstroke - 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
<input checked="" type="checkbox"/>	1	1:37.32	1:37.26			1:37.26	0.06		1:37.32
<input checked="" type="checkbox"/>	2	1:30.98	1:30.94			1:30.94	0.04		1:30.98
<input checked="" type="checkbox"/>	3	1:25.83	1:25.75			1:25.75	0.08		1:25.83
<input checked="" type="checkbox"/>	4	1:33.74	1:33.10			1:33.10	0.64	y	1:33.10
<input checked="" type="checkbox"/>	5	1:32.02	1:31.88			1:31.88	0.14		1:32.02
<input checked="" type="checkbox"/>	6	1:37.81	1:37.69			1:37.69	0.12		1:37.81
<input checked="" type="checkbox"/>	7	1:28.93	1:29.19			1:29.19	-0.26		1:28.93
<input checked="" type="checkbox"/>	8	1:44.82	1:45.06			1:45.06	-0.24		1:44.82

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



Administrative Official Training

- **Adjustment**
 - **Accept Adjusted**
 - Note **A** in **AdjStat** column

s == Event 15 Girls 10 and Under 100 LC Meter Backstroke											
	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
	1:37.32	<input type="checkbox"/>	<input type="checkbox"/>		1:37.26			6	29		
	1:30.98	<input type="checkbox"/>	<input type="checkbox"/>		1:30.94			3	18		
	1:25.83	<input type="checkbox"/>	<input type="checkbox"/>		1:25.75			1	3	16	
	1:33.10	<input type="checkbox"/>	<input type="checkbox"/>		1:33.10			5	26		A
	1:32.02	<input type="checkbox"/>	<input type="checkbox"/>		1:31.88			4	23		
	1:37.81	<input type="checkbox"/>	<input type="checkbox"/>		1:37.69			7	30		
	1:28.93	<input type="checkbox"/>	<input type="checkbox"/>		1:29.19			2	14	3	
	1:44.82	<input type="checkbox"/>	<input type="checkbox"/>		1:45.06			8	32		



Administrative Official Training

- **Early Pad?**

Run the Meet - Jeffrey S Mace Memorial Summer Sizzle XXVI

Events Athletes Relays Seeding Web Swim-Off Re-Score Combine Reports Labels Preferences Interfaces OW Module Meet Mobile Help

Meet Mobile Disabled HY-TEK 's MEET MANAGER Licensed to: Sonny Werblin Rec. Center - Site License Updated:

EVENTLIST - All Events - LC Meters - (Session not selected)

Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DF
1	F	Scored	Girls 11-12 50 LC Meter Butterfly	10	-	-	-	-
2	F	Scored	Boys 11-12 50 LC Meter Butterfly	8	-	-	-	-
3	F	Scored	Girls 10 & Under 50 LC Meter Butterfly	5	-	-	2	-
4	F	Scored	Boys 10 & Under 50 LC Meter Butterfly	6	-	-	-	-
5	F	Scored	Girls 11-12 100 LC Meter Freestyle	10	-	-	-	-
6	F	Scored	Boys 11-12 100 LC Meter Freestyle	7	-	-	-	-
7	F	Scored	Girls 10 & Under 100 LC Meter Freestyle	4	-	-	-	1
8	F	Scored	Boys 10 & Under 100 LC Meter Freestyle	6	-	-	-	-
9	F	Scored	Girls 11-12 200 LC Meter IM	8	-	-	-	-
10	F	Scored	Boys 11-12 200 LC Meter IM	6	-	1	1	-
11	F	Scored	Girls 10 & Under 200 LC Meter IM	2	-	-	1	-
12	F	Scored	Boys 10 & Under 200 LC Meter IM	4	-	-	1	-
13	F	Scored	Girls 11-12 100 LC Meter Backstroke	9	-	-	1	-
14	F	Scored	Boys 11-12 100 LC Meter Backstroke	7	-	1	1	1
15	F	Scored	Girls 10 & Under 100 LC Meter Backstroke	4	2	-	-	-
16	F	Scored	Boys 10 & Under 100 LC Meter Backstroke	6	-	-	-	-
17	F	Scored	Girls 11-12 200 LC Meter Medley Relay	3	-	-	-	-
18	F	Scored	Boys 11-12 200 LC Meter Medley Relay	2	-	-	-	-
19	F	Scored	Girls 10 & Under 400 LC Meter Freestyle	1	-	-	-	-
20	F	Scored	Boys 10 & Under 400 LC Meter Freestyle	2	-	-	-	-

Cumulative Splits <Ctrl-I: Replace Splits with Records>

Lane	50	100
1	43.25	1:28.32
2		45.83
3	44.74	1:31.43
4		45.60
5	42.20	1:27.23
6	41.96	1:28.34
7	45.20	1:33.51
8	42.35	1:27.63

Team Scores <Ctrl-Y: Replace Team Scores with Records>

Rank	Gender	Score	Team

Session : F7 SCR Sheet : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L Re-Rank P
 Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S Re-Score N

Heat 3 of 4 == Finals == Event 15 Girls 10 and Under 100 LC Meter Backstroke

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Culbert, Kaitlyn A	10	Ocean County YMCA-NJ	1:31.53	1:28.32				1:28.17			5	12	7	
2	Norton, Hannah M	10	Charles River Aquatics-NE	1:31.20	45.83				1:32.81			2	2	?	b
3	Dripchak, Natalie R	10	YMCA of Montclair-NJ	1:30.61	1:31.43				1:31.35			7	21		
4	Murray, Caroline C	10	Cougar Aquatic Team-NJ	1:29.12	45.60				1:28.83			1	1	4	? b
5	Bae, Caroline G	10	Charles River Aquatics-NE	1:30.28	1:27.23				1:27.21			3	7	14	
6	Mark, Rachel H	10	Charles River Aquatics-NE	1:30.66	1:28.34				1:28.40			6	13	6	
7	Ross, Kailey E	10	Cougar Aquatic Team-NJ	1:31.44	1:33.51				1:33.74			8	28		
8	Dischler, Amelia S	10	Freehold-Old Bridge YMCA-NJ	1:31.60	1:27.63				1:27.65			4	9	12	



Administrative Official Training

- **Early Pad?**
 - Problem lanes highlighted in blue
 - Most cases slightly early times will be real—late buttons
 - This is special MM6 case: no finish pad, time is last split

als == Event 15 Girls 10 and Under 100 LC Meter Backstroke

	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat	
53	1:28.32	<input type="checkbox"/>	<input type="checkbox"/>		1:28.17			5	12	7		
20	45.83	<input type="checkbox"/>	<input type="checkbox"/>		1:32.81			2	2		?	b
61	1:31.43	<input type="checkbox"/>	<input type="checkbox"/>		1:31.35			7	21			
12	45.60	<input type="checkbox"/>	<input type="checkbox"/>		1:28.83			1	1	4	?	b
28	1:27.23	<input type="checkbox"/>	<input type="checkbox"/>		1:27.21			3	7	14		
66	1:28.34	<input type="checkbox"/>	<input type="checkbox"/>		1:28.40			6	13	6		
44	1:33.51	<input type="checkbox"/>	<input type="checkbox"/>		1:33.74			8	28			
60	1:27.63	<input type="checkbox"/>	<input type="checkbox"/>		1:27.65			4	9	12		



Administrative Official Training

- **Early Pad?**
 - Lane 2: 1:32.77, 1:32.72
 - Lane 4: 1:28.62, 1:28.56
 - Need to clear the false times, then **Calc**

Time Adjustment - #15 Girls 10 & Under 100 LC Meter Backstroke - 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 checked="" type="checkbox"/>	1	1:28.32	1:28.17			1:28.17	0.15		1:28.32
<input checked="" type="checkbox"/>	2		1:32.81			1:32.81		y	1:32.81
<input checked="" type="checkbox"/>	3	1:31.43	1:31.35			1:31.35	0.08		1:31.43
<input checked="" type="checkbox"/>	4		1:28.83			1:28.83		y	1:28.83
<input checked="" type="checkbox"/>	5	1:27.23	1:27.21			1:27.21	0.02		1:27.23
<input checked="" type="checkbox"/>	6	1:28.34	1:28.40			1:28.40	-0.06		1:28.34
<input checked="" type="checkbox"/>	7	1:33.51	1:33.74			1:33.74	-0.23		1:33.51
<input checked="" type="checkbox"/>	8	1:27.63	1:27.65			1:27.65	-0.02		1:27.63

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.

Seed time	Finals time	DQ	EXIT	DQCode	Backup 1	Backup 2	Backup 3	nFL	PL
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Administrative Official Training

- **Early Pad?**

Run the Meet - Jeffrey S Mace Memorial Summer Sizzle XXVI

Events Athletes Relays Seeding Web Swim-Off Re-Scgr Combne Reports Labels Preferences Interfaces OW Module Meet Mobile Help

Meet Mobile Disabled HY-TEK 's MEET MANAGER Licensed to: Sonny Werblin Rec. Center - Site License

EVENT LIST - All Events - LC Meters - (Session not selected)

Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DF	
1	F	Scored	Girls 11-12 50 LC Meter Butterfly	10	-	-	-	-	
2	F	Scored	Boys 11-12 50 LC Meter Butterfly	8	-	-	-	-	
3	F	Scored	Girls 10 & Under 50 LC Meter Butterfly	5	-	-	2	-	
4	F	Scored	Boys 10 & Under 50 LC Meter Butterfly	6	-	-	-	-	
5	F	Scored	Girls 11-12 100 LC Meter Freestyle	10	-	-	-	-	
6	F	Scored	Boys 11-12 100 LC Meter Freestyle	7	-	-	-	-	
7	F	Scored	Girls 10 & Under 100 LC Meter Freestyle	4	-	-	-	1	
8	F	Scored	Boys 10 & Under 100 LC Meter Freestyle	6	-	-	-	-	
9	F	Scored	Girls 11-12 200 LC Meter IM	8	-	-	-	-	
10	F	Scored	Boys 11-12 200 LC Meter IM	6	-	1	1	-	
11	F	Scored	Girls 10 & Under 200 LC Meter IM	2	-	-	1	-	
12	F	Scored	Boys 10 & Under 200 LC Meter IM	4	-	-	1	-	
13	F	Scored	Girls 11-12 100 LC Meter Backstroke	9	-	-	1	-	
14	F	Scored	Boys 11-12 100 LC Meter Backstroke	7	-	1	1	1	
15	F	Done	Girls 10 & Under 100 LC Meter Backstroke	4	-	-	-	-	
16	F	Scored	Boys 10 & Under 100 LC Meter Backstroke	6	-	-	-	-	
17	F	Scored	Girls 11-12 200 LC Meter Medley Relay	3	-	-	-	-	
18	F	Scored	Boys 11-12 200 LC Meter Medley Relay	2	-	-	-	-	
19	F	Scored	Girls 10 & Under 400 LC Meter Freestyle	1	-	-	-	-	
20	F	Scored	Boys 10 & Under 400 LC Meter Freestyle	2	-	-	-	-	

Cumulative Splits <Ctrl-I: Replace Splits

Lane	50	100
1	43.25	1:28.32
2		1:32.81
3	44.74	1:31.43
4		1:28.83
5	42.20	1:27.23
6	41.96	1:28.34
7	45.20	1:33.51
8	42.35	1:27.63

Team Scores <Ctrl-Y: Replace Team Score

Rank	Gender	Score	Team

Session : F7 SCR Sheet : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S

Heat 3 of 4 == Finals == Event 15 Girls 10 and Under 100 LC Meter Backstroke

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Culbert, Kaitlyn A	10	Ocean County YMCA-NJ	1:31.53	1:28.32				1:28.17			3	10	7	
2	Norton, Hannah M	10	Charles River Aquatics-NE	1:31.20	1:32.81				1:32.81			7	25	A	
3	Dripchak, Natalie R	10	YMCA of Montclair-NJ	1:30.61	1:31.43				1:31.35			6	20		
4	Murray, Caroline C	10	Cougar Aquatic Team-NJ	1:29.12	1:28.83				1:28.83			5	13	4	A
5	Bae, Caroline G	10	Charles River Aquatics-NE	1:30.28	1:27.23				1:27.21			1	5	14	
6	Mark, Rachel H	10	Charles River Aquatics-NE	1:30.66	1:28.34				1:28.40			4	11	6	
7	Ross, Kailey E	10	Cougar Aquatic Team-NJ	1:31.44	1:33.51				1:33.74			8	28		
8	Dischler, Amelia S	10	Freehold-Old Bridge YMCA-NJ	1:31.60	1:27.63				1:27.65			2	7	12	



Administrative Official Training

- Early Pad?

Run the Meet - Jeffrey S Mace Memorial Summer Sizzle XXVI

Events Athletes Relays Seeding Web Swim-Off Re-Scgr Combine Reports Labels Preferences Interfaces OW Module Meet Mobile Help

Enter Results by Lane (Ctrl-E)

Meet Mobile Disabled HY-TEK's MEET MANAGER Licensed to: Sonny Werblin Rec. Center - Site License

EVENT LIST - All Events - LC Meters - (Session not selected)											Cumulative Splits <Ctrl-I: Replace Splits		
Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DF			Lane	50	100
1	F	Scored	Girls 11-12 50 LC Meter Butterfly	10	-	-	-	-			1	43.25	1:28.32
2	F	Scored	Boys 11-12 50 LC Meter Butterfly	8	-	-	-	-			2	45.83	1:32.81
3	F	Scored	Girls 10 & Under 50 LC Meter Butterfly	5	-	-	2	-			3	44.74	1:31.43
4	F	Scored	Boys 10 & Under 50 LC Meter Butterfly	6	-	-	-	-			4	45.60	1:28.83
5	F	Scored	Girls 11-12 100 LC Meter Freestyle	10	-	-	-	-			5	42.20	1:27.23
6	F	Scored	Boys 11-12 100 LC Meter Freestyle	7	-	-	-	-			6	41.96	1:28.34
7	F	Scored	Girls 10 & Under 100 LC Meter Freestyle	4	-	-	-	1			7	45.20	1:33.51
8	F	Scored	Boys 10 & Under 100 LC Meter Freestyle	6	-	-	-	-			8	42.35	1:27.63
9	F	Scored	Girls 11-12 200 LC Meter IM	8	-	-	-	-					
10	F	Scored	Boys 11-12 200 LC Meter IM	6	-	1	1	-					
11	F	Scored	Girls 10 & Under 200 LC Meter IM	2	-	-	1	-					
12	F	Scored	Boys 10 & Under 200 LC Meter IM	4	-	-	1	-					
13	F	Scored	Girls 11-12 100 LC Meter Backstroke	9	-	-	1	-					
14	F	Scored	Boys 11-12 100 LC Meter Backstroke	7	-	1	1	1					
15	F	Done	Girls 10 & Under 100 LC Meter Backstroke	4	-	-	-	-					
16	F	Scored	Boys 10 & Under 100 LC Meter Backstroke	6	-	-	-	-					
17	F	Scored	Girls 11-12 200 LC Meter Medley Relay	3	-	-	-	-					
18	F	Scored	Boys 11-12 200 LC Meter Medley Relay	2	-	-	-	-					
19	F	Scored	Girls 10 & Under 400 LC Meter Freestyle	1	-	-	-	-					
20	F	Scored	Boys 10 & Under 400 LC Meter Freestyle	2	-	-	-	-					

Team Scores <Ctrl-Y: Replace Team Scores			
Rank	Gender	Score	Team

Session : F7	SCR Sheet : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S

Heat 3 of 4 == Finals == Event 15 Girls 10 and Under 100 LC Meter Backstroke

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Culbert, Kaitlyn A	10	Ocean County YMCA-NJ	1:31.53	1:28.32				1:28.17			3	10	7	
2	Norton, Hannah M	10	Charles River Aquatics-NE	1:31.20	1:32.81				1:32.81			7	25		A
3	Dripchak, Natalie R	10	YMCA of Montclair-NJ	1:30.61	1:31.43				1:31.35			6	20		
4	Murray, Caroline C	10	Cougar Aquatic Team-NJ	1:29.12	1:28.83				1:28.83			5	13	4	A
5	Bae, Caroline G	10	Charles River Aquatics-NE	1:30.28	1:27.23				1:27.21			1	5	14	
6	Mark, Rachel H	10	Charles River Aquatics-NE	1:30.66	1:28.34				1:28.40			4	11	6	
7	Ross, Kailey E	10	Cougar Aquatic Team-NJ	1:31.44	1:33.51				1:33.74			8	28		
8	Dischler, Amelia S	10	Freehold-Old Bridge YMCA-NJ	1:31.60	1:27.63				1:27.65			2	7	12	



Administrative Official Training

- Late Button

Run the Meet - Jeffrey S Mace Memorial Summer Sizzle XXVI

Events Athletes Relays Seeding Web Swim-Off Re-Score Combine Reports Labels Preferences Interfaces OW Module Meet Mobile Help

Meet Mobile Disabled HY-TEK 's MEET MANAGER Licensed to: Sonny Werblin Rec. Center - Site License

EVENT LIST - All Events - LC Meters - (Session not selected)

Evt#	Rnd	Status	Event Name	Heats	?	NS	DQ	DF
1	F	Scored	Girls 11-12 50 LC Meter Butterfly	10	-	-	-	-
2	F	Scored	Boys 11-12 50 LC Meter Butterfly	8	-	-	-	-
3	F	Scored	Girls 10 & Under 50 LC Meter Butterfly	5	-	-	2	-
4	F	Scored	Boys 10 & Under 50 LC Meter Butterfly	6	-	-	-	-
5	F	Scored	Girls 11-12 100 LC Meter Freestyle	10	-	-	-	-
6	F	Scored	Boys 11-12 100 LC Meter Freestyle	7	-	-	-	-
7	F	Scored	Girls 10 & Under 100 LC Meter Freestyle	4	-	-	-	1
8	F	Scored	Boys 10 & Under 100 LC Meter Freestyle	6	1	-	-	-
9	F	Scored	Girls 11-12 200 LC Meter IM	8	-	-	-	-
10	F	Scored	Boys 11-12 200 LC Meter IM	6	-	1	1	-
11	F	Scored	Girls 10 & Under 200 LC Meter IM	2	-	-	1	-
12	F	Scored	Boys 10 & Under 200 LC Meter IM	4	-	-	1	-
13	F	Scored	Girls 11-12 100 LC Meter Backstroke	9	-	-	1	-
14	F	Scored	Boys 11-12 100 LC Meter Backstroke	7	-	1	1	1
15	F	Scored	Girls 10 & Under 100 LC Meter Backstroke	4	-	-	-	-
16	F	Scored	Boys 10 & Under 100 LC Meter Backstroke	6	-	-	-	-
17	F	Scored	Girls 11-12 200 LC Meter Medley Relay	3	-	-	-	-
18	F	Scored	Boys 11-12 200 LC Meter Medley Relay	2	-	-	-	-
19	F	Scored	Girls 10 & Under 400 LC Meter Freestyle	1	-	-	-	-
20	F	Scored	Boys 10 & Under 400 LC Meter Freestyle	2	-	-	-	-

Cumulative Splits <Ctrl-I: Replace Splits with R

Lane	50	100
1	35.11	1:14.79
2	34.18	1:11.42
3	32.92	1:09.02
4	35.41	1:13.99
5	30.26	1:01.89
6	30.06	1:01.70
7	33.80	1:10.63
8	34.23	1:11.64

Team Scores thru Event 8 <Ctrl-Y: Replace Team Score

Rank	Gender	Score	Team
1	Combined	196.5	Scarlet Aquatics
2	Combined	165	Cougar Aquatic Team
3	Combined	161.5	Team Suffolk
4	Combined	117	Somerset Valley YMCA
5	Combined	70	Waverunners

Session : F7 SCR Sheet : F9 Adjust : F8 Restore Pads : Ctrl-P JD : Ctrl-J Race # : F2 List : Ctrl-L

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times : F3 Score : Ctrl-S

Heat 4 of 7 == Finals == Event 6 Boys 11-12 100 LC Meter Freestyle

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Wan, Ethan F	12	Freehold-Old Bridge YMCA-NJ	1:11.35	1:14.79				1:14.78			8	46		
2	Park, Jeremy W	12	Team Suffolk-MR	1:11.24	1:11.42				1:11.33			5	35		
3	Hu, Jonathan S	12	Hamilton Y Aquatic Club-NJ	1:10.79	1:09.02				1:10.40			3	25	?	b
4	Heerema, Ryan J	12	Somerset Valley YMCA-NJ	1:10.39	1:13.99				1:13.93			7	44		
5	Bull, Brian K	12	Somerset Valley YMCA-NJ	1:10.69	1:01.89				1:02.15			2	3	16	
6	Betances, Darien	12	Fanwood-Scotch Plains YMCA-NJ	1:11.04	1:01.70				1:01.71			1	2	17	
7	Anzalone, Brian	11	Team Suffolk-MR	1:11.26	1:10.63				1:10.57			4	33		
8	Rampaul-Pino, Andrew R	12	Somerset Valley Unattached-NJ	1:11.41	1:11.64				1:11.63			6	36		



Administrative Official Training

- **Late Button**
 - Lane 4: 1:08.99, 1:10.25
 - One button supports pad. Probable inattentive timer
 - Conclude pad time is good
 - Click on the ? to turn into **K**

s == Event 6 Boys 11-12 100 LC Meter Freestyle										
Is Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1:14.79	<input type="checkbox"/>	<input type="checkbox"/>		1:14.78			8	46		
1:11.42	<input type="checkbox"/>	<input type="checkbox"/>		1:11.33			5	35		
1:09.02	<input type="checkbox"/>	<input type="checkbox"/>		1:10.40			3	25		K
1:13.99	<input type="checkbox"/>	<input type="checkbox"/>		1:13.93			7	44		
1:01.89	<input type="checkbox"/>	<input type="checkbox"/>		1:02.15			2	3	16	
1:01.70	<input type="checkbox"/>	<input type="checkbox"/>		1:01.71			1	2	17	
1:10.63	<input type="checkbox"/>	<input type="checkbox"/>		1:10.57			4	33		
1:11.64	<input type="checkbox"/>	<input type="checkbox"/>		1:11.63			6	36		



Administrative Official Training

- **Using watch times**
 - ❑ **Examples so far have used watches to verify pad or button times**
 - ❑ **Examples where neither are plausible**
 - **Timers “start” race with button. You may see backup time of “0.3X” seconds.**
 - **Timers forget the button**
 - **This can occur with a bad pad time, especially younger swimmers**
 - ❑ **If you use watches, you don’t use button time**
 - **Can’t average watch and button times**



Administrative Official Training

- **Using watch times**

- **Time arithmetic rules**

- All times are recorded to 0.01 second. If you have a watch time with 0.001, **truncate**, don't round.
 - If you have two watches, the time is the average of the two, again truncated (provided that both times are plausible)
 - If you have three watches, you use the middle watch time, no averaging

- **You can use Order of Finish to help you decide**

- Not always useful.
 - For short races, especially 50s, probably first three and last place are accurate
 - Can evaluate starter using good heats



Administrative Official Training

- Using watch times

Run the Meet - Jeffrey S Mace Memorial Summer Sizzle XXVI

Events Athletes Relays Seeding Web Swim-Off Re-Score Combine Reports Labels Preferences Interfaces OW Module Meet Mobile Help

Enter Results by Lane (Ctrl-E)

Meet Mobile Disabled HY-TEK's MEET MANAGER Licensed to: Sonny Werblin Rec. Center - Site License

EVENT LIST - All Events - LC Meters - (Session not selected)											Cumulative Splits <Ctrl-I: Replace Splits with Records>				
Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DF			Lane	50	100	150	200
1	F	Scored	Girls 11-12 50 LC Meter Butterfly	10	-	-	-	-			1	42.50	1:34.72	2:32.25	3:11.99
2	F	Scored	Boys 11-12 50 LC Meter Butterfly	8	-	-	-	-			2	42.23	1:34.95	2:36.09	3:22.64
3	F	Scored	Girls 10 & Under 50 LC Meter Butterfly	5	-	-	2	-			3	42.29	1:31.13	2:23.68	3:07.92
4	F	Scored	Boys 10 & Under 50 LC Meter Butterfly	6	-	-	-	-			4	42.90	1:30.62	2:31.92	3:14.51
5	F	Scored	Girls 11-12 100 LC Meter Freestyle	10	-	-	-	-			5	38.08	1:23.98	2:19.45	3:00.01
6	F	Scored	Boys 11-12 100 LC Meter Freestyle	7	-	-	-	-			6	39.64	1:27.70	2:23.78	3:07.74
7	F	Scored	Girls 10 & Under 100 LC Meter Freestyle	4	-	-	-	1			7	42.80	1:38.22	2:33.25	3:17.86
8	F	Scored	Boys 10 & Under 100 LC Meter Freestyle	6	-	-	-	-			8	38.09	1:26.67		2:16.65
9	F	Scored	Girls 11-12 200 LC Meter IM	8	-	-	-	-							
10	F	Scored	Boys 11-12 200 LC Meter IM	6	-	1	1	-							
11	F	Scored	Girls 10 & Under 200 LC Meter IM	2	-	-	1	-							
12	F	Scored	Boys 10 & Under 200 LC Meter IM	4	1	-	1	-							
13	F	Scored	Girls 11-12 100 LC Meter Backstroke	9	-	-	1	-							
14	F	Scored	Boys 11-12 100 LC Meter Backstroke	7	-	1	1	1							
15	F	Scored	Girls 10 & Under 100 LC Meter Backstroke	4	-	-	-	-							
16	F	Scored	Boys 10 & Under 100 LC Meter Backstroke	6	-	-	-	-							
17	F	Scored	Girls 11-12 200 LC Meter Medley Relay	3	-	-	-	-							
18	F	Scored	Boys 11-12 200 LC Meter Medley Relay	2	-	-	-	-							
19	F	Scored	Girls 10 & Under 400 LC Meter Freestyle	1	-	-	-	-							
20	F	Scored	Boys 10 & Under 400 LC Meter Freestyle	2	-	-	-	-							

Team Scores thru Event 8 <Ctrl-Y: Replace Team Scores with R			
Rank	Gender	Score	Team
1	Combined	196.5	Scarlet Aquatics
2	Combined	165	Cougar Aquatic Team
3	Combined	161.5	Team Suffolk
4	Combined	117	Somerset Valley YMCA
5	Combined	70	Waverunners

Session : F7	SCR Sheet : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L	Re-Rank
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S	Re-Score

Heat 2 of 4 == Finals == Event 12 Boys 10 and Under 200 LC Meter IM

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1	Borgen, Ezra J	10	Waverunners-NJ	3:15.56	3:11.99				3:11.87			5	18		
2	Kim, Alex	10	Somerset Valley YMCA-NJ	3:15.32	3:22.64				3:22.72			8	27		
3	Lee, Timothy J	8	Waverunners-NJ	3:14.41	3:07.92				3:07.97			4	17		
4	Pestrichelli, Will J	10	Somerset Valley YMCA-NJ	3:13.70	3:14.51				3:14.45			6	20		
5	Busic, Joseph D	10	Red Bank Y Unattached-NJ	3:14.04	3:00.01				2:59.93			2	8	11	
6	Carter, Galen M	10	Charles River Aquatics-NE	3:14.73	3:07.74				3:07.64			3	16	1	
7	Whitworth, Tristen C	10	Cougar Aquatic Team-NJ	3:15.55	3:17.86				3:17.91			7	25		
8	Lin, Gregory T	10	Red Bank YMCA-NJ	3:16.31	2:16.65							1	1	13	? b



Administrative Official Training

- **Using watch times**
 - Possible to have multiple problems in a single heat— process them a lane at a time.
 - In these scenarios, we have let Meet Manager do the calculation
 - Recommend in practice to type the times in and let MM do the work
 - This is quick documentation about how you corrected the time
 - **You must be able to do this by hand (with calculator help) for the Administrative Official exam**



Administrative Official Training

- **If no information available at all from timing system**
 - You can use watch times for all lanes
 - Type in the times into Backup 2 & 3

== Finals == Event 4 Boys 10 and Under 50 LC Meter Butterfly									
Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL
		<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>						
	44.28	<input type="checkbox"/>	<input type="checkbox"/>			41.87	41.95		
	44.00	<input type="checkbox"/>	<input type="checkbox"/>			50.98	50.93		
	44.13	<input type="checkbox"/>	<input type="checkbox"/>			44.90	45.03		
		<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>						



Administrative Official Training

- **Heat Failure**

- Refers to situations where the automatic start of the timing system failed.
- Timing system operator can manually start timing. (If this happens, turn off the scoreboard!)
- We now have finish times that are correct relative to each other, but are too fast.
- Correct by using average difference between pads and watches
- Meet Manager will do the calculation, but you will have to be able to do this by hand for the exam



Administrative Official Training

- **Heat Failure**
 - **Need pad times and watch times from all lanes**

Lane	Pad	Watch 1	Watch 2	Average	Difference	Adjusted
1	1:12.79	1:14.78	1:14.81			
2	1:09.42	1:11.32	1:11.41			
3	1:07.02	1:08.90	1:08.94			
4	1:11.99	1:13.84	1:13.94			
5	59.89	1:01.85	1:01.91			
6	59.70	1:01.69	1:01.72			
7	1:08.63	1:10.53	1:10.53			
8	1:09.64	1:11.50	1:11.53			



Administrative Official Training

- **Heat Failure**
 - **Average the two watch times**

Lane	Pad	Watch 1	Watch 2	Average	Difference	Adjusted
1	1:12.79	1:14.78	1:14.81	1:14.79		
2	1:09.42	1:11.32	1:11.41	1:11.36		
3	1:07.02	1:08.90	1:08.94	1:08.92		
4	1:11.99	1:13.84	1:13.94	1:13.89		
5	59.89	1:01.85	1:01.91	1:01.88		
6	59.70	1:01.69	1:01.72	1:01.70		
7	1:08.63	1:10.53	1:10.53	1:10.53		
8	1:09.64	1:11.50	1:11.53	1:11.51		



Administrative Official Training

- **Heat Failure**
 - **Compute difference between pad and average**
 - **If you get lanes with differences that don't match, ignore them for this part of the calculation**

Lane	Pad	Watch 1	Watch 2	Average	Difference	Adjusted
1	1:16.79	1:14.78	1:14.81	1:14.79	2.00	
2	1:13.42	1:11.32	1:11.41	1:11.36	2.06	
3	1:11.02	1:08.90	1:08.94	1:08.92	2.10	
4	1:15.99	1:13.84	1:13.94	1:13.89	2.10	
5	1:03.89	1:01.85	1:01.91	1:01.88	2.01	
6	1:03.70	1:01.69	1:01.72	1:01.70	2.00	
7	1:12.63	1:10.53	1:10.53	1:10.53	2.10	
8	1:13.64	1:11.50	1:11.53	1:11.51	2.13	



Administrative Official Training

- **Heat Failure**
 - **Average difference is 1.94**

Lane	Pad	Watch 1	Watch 2	Average	Difference	Adjusted
1	1:12.79	1:14.78	1:14.81	1:14.79	2.00	
2	1:09.42	1:11.32	1:11.41	1:11.36	1.94	
3	1:07.02	1:08.90	1:08.94	1:08.92	1.90	
4	1:11.99	1:13.84	1:13.94	1:13.89	1.90	
5	59.89	1:01.85	1:01.91	1:01.88	1.99	
6	59.70	1:01.69	1:01.72	1:01.70	2.09	
7	1:08.63	1:10.53	1:10.53	1:10.53	1.90	
8	1:09.64	1:11.50	1:11.53	1:11.51	1.87	



Administrative Official Training

- **Heat Failure**
 - **Add the average difference to each pad time to get official time**

Lane	Pad	Watch 1	Watch 2	Average	Difference	Adjusted
1	1:12.79	1:14.78	1:14.81	1:14.79	2.00	1:14.73
2	1:09.42	1:11.32	1:11.41	1:11.36	1.94	1:11.36
3	1:07.02	1:08.90	1:08.94	1:08.92	1.90	1:08.96
4	1:11.99	1:13.84	1:13.94	1:13.89	1.90	1:13.93
5	59.89	1:01.85	1:01.91	1:01.88	1.99	1:01.83
6	59.70	1:01.69	1:01.72	1:01.70	2.09	1:01.64
7	1:08.63	1:10.53	1:10.53	1:10.53	1.90	1:10.57
8	1:09.64	1:11.50	1:11.53	1:11.51	1.87	1:11.58



Administrative Official Training

- **Heat Failure**
 - **Meet Manager will do all this for you, except for averaging watch times**

Enter Results by Lane (Ctrl-E)

Time Adjustment - #6 Boys 11-12 100 LC Meter Freestyle - 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 type="checkbox"/>	1	1:12.79	1:14.78				0	b	1:12.79
<input type="checkbox"/>	2	1:09.42	1:11.33				0	b	1:09.42
<input type="checkbox"/>	3	1:07.02	1:10.40				0	b	1:07.02
<input type="checkbox"/>	4	1:11.99	1:13.93				0	b	1:11.99
<input type="checkbox"/>	5	59.89	1:02.15				0	b	59.89
<input type="checkbox"/>	6	59.70	1:01.71				0	b	59.70
<input type="checkbox"/>	7	1:08.63	1:10.57				0	b	1:08.63
<input type="checkbox"/>	8	1:09.64	1:11.63				0	b	1:09.64

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

Heat 4 of 7 -- Finals -- Event 6 Re



Administrative Official Training

- **Heat Failure**
 - Select **Show Heat Malfunction** check box
 - Type in average of watch times

Enter Results by Lane (Ctrl-E)

Time Adjustment - #6 Boys 11-12 100 LC Meter Freestyle - Heat 4

Create Report

Show Heat Malfunction

Use	Lane	Primary	Watch	Difference	Adjusted
<input checked="" type="checkbox"/>	1	1:12.79	1:14.79	2.00	1:14.73
<input checked="" type="checkbox"/>	2	1:09.42	1:11.36	1.94	1:11.36
<input checked="" type="checkbox"/>	3	1:07.02	1:08.92	1.90	1:08.96
<input checked="" type="checkbox"/>	4	1:11.99	1:13.89	1.90	1:13.93
<input checked="" type="checkbox"/>	5	59.89	1:01.88	1.99	1:01.83
<input checked="" type="checkbox"/>	6	59.70	1:01.79	2.09	1:01.64
<input checked="" type="checkbox"/>	7	1:08.63	1:10.53	1.90	1:10.57
<input checked="" type="checkbox"/>	8	1:09.64	1:11.51	1.87	1:11.58

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 = 15.59 and Average = 1.94

Accept Adjusted Reject Adjusted

Heat 4 of 7 == Finals == Event 6 E



Administrative Official Training

- **Heat Failure**
 - **Example for you!**



Administrative Official Training

- Heat Failure
 - Example for you!

Time Adjustment - #11 Girls 10 & Under 200 LC Meter IM - Heat 1

Create Report

Show Heat Malfunction

Heat Adjustment Using Watch Times						
Use	Lane	Primary	Watch	Difference	Adjusted	
<input checked="" type="checkbox"/>	1	3:15.95	3:18.78	2.83	3:18.88	
<input checked="" type="checkbox"/>	2	3:10.17	3:13.16	2.99	3:13.10	
<input checked="" type="checkbox"/>	3	3:08.25	3:11.17	2.92	3:11.18	
<input checked="" type="checkbox"/>	4	2:59.96	3:02.90	2.94	3:02.89	
<input checked="" type="checkbox"/>	5	3:13.16	3:16.11	2.95	3:16.09	
<input checked="" type="checkbox"/>	6	2:59.68	3:02.64	2.96	3:02.61	
<input checked="" type="checkbox"/>	7	3:17.29	3:20.23	2.94	3:20.22	
<input type="checkbox"/>	8					

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 = 20.53 and Average = 2.93

Accept Adjusted Reject Adjusted



Administrative Official Training

- **After times are corrected and verified**
 - Enter DQs and codes—DQ Slips use November 2013 codes
 - Reconcile DQ, DFS and no-show counts with referee. Recommend asking for DQ slips for DFS
 - Publish results
 - Accuracy more important than time
 - For timed finals meet, not so critical, for prelims/finals have scratches to consider.
 - Awards



Administrative Official Training

- **Final Thoughts**

- **Meet Manager is your friend!**
- **Practice and become fluent with it. You can always play with results after a meet—that's how a lot of these examples were created**
- **Attend meets: you need a minimum of 6 sessions over 2 meets to maintain status, but it's not enough for real familiarity**
- **Don't panic—have fun!**



Administrative Official Training

Questions?