



Determining Official Timing Results using a BCSSA Approved Automatic Judging and Timing System

The following guidelines (“Best Practices”) aim at providing aspects of fundamental knowledge and specific details to the Referee, Chief Meet Recorder, Timers, Recorders and other officials in determining official timing results at an BCSSA Cardless Swimming Competition using a BCSSA approved Automatic Judging and Timing System. There are references to going “manual” when needed, in the event of an electronics ****crash**** or failure.

Procedures for running a meet using manual stopwatches are stated in Section 8.B & 9.A. Swim Meet Management and all participating officials strive to report the most accurate timing results to the swimmers.

The Officials working at a swim meet include, but are not limited to, the following:

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| <ul style="list-style-type: none">• Meet Manager [Section 1.C.1]• Meet Referee [Section 1.C.2]• Session Referee [Section 1.C.3]• Starter [Section 1.C.4]• Lane Timer (“Timer”) [Section 1.C.6]• Lane Recorder (“Recorder”) [Section 1.C.7] | <ul style="list-style-type: none">• Chief Meet Recorder (“CMR”) [Section 1.C.14]• Chief Electronics Judge [Section 1.C.9]• Electronics Operator [Section 1.C.10]• Chief Timer [Section 1.C.5]• Place Judge [Section 1.C.8] |
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As time cards are being phased out and high quality electronic equipment and automatic judging and timing systems are used in most of the BCSSA swim meets, the basic roles and responsibilities of each official remain largely unchanged. However, their tasks have to be adjusted to suit the latest cardless meet format and environment.

Tasks of Key Timing Officials

Lane Timer

Shall operate the electronic plunger by pressing the button on the plunger when the swimmer has completed the required distance and when any part of the body touches the “touchpad”, touches the end wall of the pool or crosses the vertical imaginary plane extending upwards from the finish end wall of the pool.

Lane Recorder

1. *Shall check for the correct swimmer(s) in individual events or in relays by asking the swimmer “What’s your name?”*
2. *Shall operate the electronic plunger the same way as the Lane Timers.*
3. *Shall determine if the swimmer has a “soft or no touch” on the touchpad.*
4. *If a soft or no touch occurs, properly note it on the Heat Sheet.*

Chief Timer

1. *In conjunction with the Chief Judge Electronics, shall check all electronics and connections of the automatic judging and timing system on deck to ensure that they are all in good working order.*
2. *Shall supervise all lane timers and recorders.*
3. *Shall assess and determine that all Lane Timers and Recorders are competent.*
4. *Shall check the automatic timing and judging results using stopwatches.*

Chief Meet Recorder

1. *Shall report to the Referee.*
2. *Shall determine the official times and final order of finish of all swimmers according to the Rules governing Timing [Section 8] and Place Judging [Section 9].*
3. *Shall receive and process all electronic report, place judge reports and disqualification forms.*
4. *During a session, shall compile the timing and placing results. The Referee is not required to sign off on the results as many believe. This is not in the rulebook and the CMR has the final sign-off prior to posting them.*
5. *The results shall include all swimmers' names, their affiliations, their official times [with pending records noted] and the two highest ranked alternates who are to advance to Consolation Finals or Finals in each event.*
6. *Shall advise the Referee of any issues and concerns pertaining to any disqualifications not noted properly or not noted on the correct form.*
7. *Shall inform the Referee of any ties, which may result in a swim-off.*
8. *Shall post the approved timing and placing results in a public place as determined by the Meet Manager.*
9. *Shall ensure that an accounting of all points achieved during the meet is kept.*

Electronics Operator

1. *Shall report to the Chief Judge Electronics.*
2. *Shall operate and/or assist in the operation of any BCSSA approved automatic judging and timing equipment.*

Chief Judge Electronics

1. *Shall report to the Referee.*
2. *Shall oversee the operation of any BCSSA approved automatic judging and timing system.*
3. *Shall observe the touches of all swimmers; properly note any soft touch or no touches, or any malfunction of timing equipment on Heat Sheets or electronic reports.*
4. *Shall advise the Referee of all performance concerns on any Lane Timers and Recorders, timing equipment failure or malfunction immediately.*
5. *Shall provide electronic reports to the Chief Meet Recorder.*

BCSSA Approved Automatic Judging and Timing System

- Omega (ARES)™ Timing System with or without touch pads or electronic plungers.
- Colorado Timing System™ 5 or 6 with or without touch pads or electronic plungers.

Hy-Tek Meet Manager™ (Version 2 or 3) has been approved by BCSSA to be used in conjunction with the Omega and Colorado timing systems.

Determining Official Times – Terminology

Finish Time is the preliminary swim time recorded by any of the measuring devices including but not limited to touch pads, or electronic plungers etc.

Official Time is the swim time determined by an approved timing results process.

The **Official and Finish Times** shall be read and recorded to the 100th of a second only. Digits beyond the 100th of a second shall not be recorded and shall be ignored at all times, except when averaging times, where the average will be rounded up to the nearest 100th.

Times recorded via touch pads or via electronic plungers operated by competent officials shall be recorded as the Finish Time.

Official Time

The Official Time shall be determined per the following timing results process:

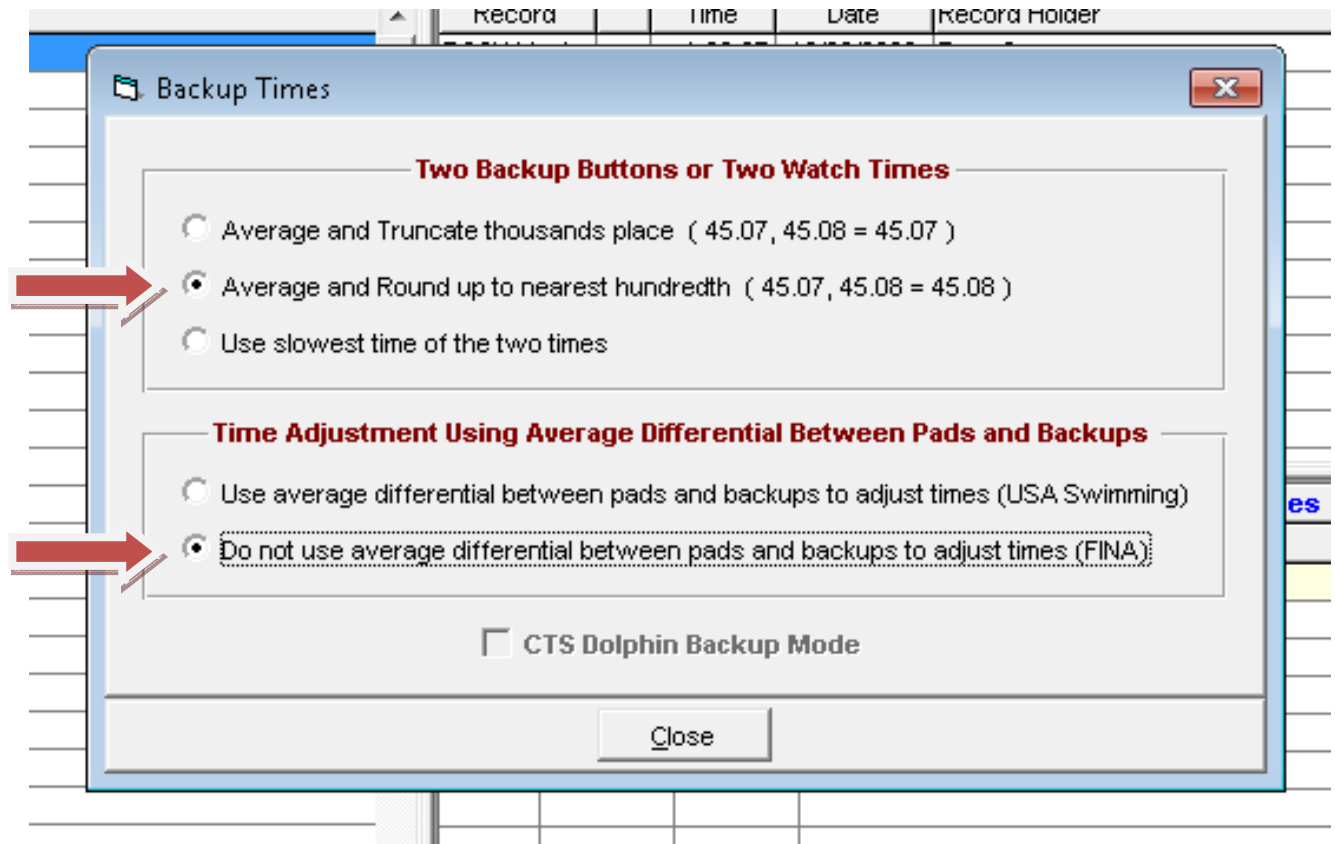
1. When a swimmer has a good touch on the “touchpad”, the pad time must be used and declared the Official Time. No reference shall be made to the Place Judges’ slips.
2. When a swimmer has a soft touch (late pad time) or does not touch the pad (no pad time) or there was a pad connection malfunction (no pad time), the following will determine the official time:
 - a. If three (3) plungers are working and are valid, Hy-Tek Meet Manager™ will pick and declare the intermediate time as the Official Time. No reference shall be made to the Place Judges’ slips.
 - b. If only two (2) plungers are working/valid and the plunger times are within 0.3 seconds of each other, Hy-Tek Meet Manager™, if configured correctly, will average the two (2) Finish Times and round up to the nearest 100th of a second, which shall be the Official Time. This must be adjusted in all computers running Meet Manager prior to the start of the meet (see the next heading for instructions on changing this). No reference shall be made to the Place Judge slips.
 - c. If only one (1) plunger is showing a reasonable Finish Time, refer to Place Judge slips and follow Section 9.A.3 for determining proper placing and times.
 - d. If there are no reasonable plunger times in a Heat or Final, the CMR shall confer with Session Referee and Meet Manager about options including a re-swim or running the meet with manual stop watches until the automatic timing system is back up and running correctly.

Please refer to the attached flow chart at the end of this document showing the timing results process. It is a good reference to have available at all swimming competitions.

Changing the Backup Time Preferences in Meet Manager

Hy-Tek Meet Manager will do almost all of the timing calculations for you, however it must be set to the correct settings to ensure that it aligns with BCSSA Rules. All of the rules regarding automatic timing can be found in Section 8.C. To set the Backup Time Preferences to align with BCSSA rules please follow the following instructions:

1. *Open Hy-Tek Meet Manager*
2. *Open the "Run" Screen*
3. *Select Preferences as the menu selection along the top of the screen and drop down to "Backup Times".*
4. *Select the options as shown in this screen-shot.*
5. *Repeat this for every computer running Meet Manager.*



Timing Results Procedures

Before the Competition

The Referee shall discuss and determine the CMR, Chief Judge Electronics, Chief Timer and Meet Manager about the actual timing results process used and the flow of timing data and disqualifications process.

The Chief Timer shall give a briefing to all Timers and Recorders about their increasing important role in registering a finish time by pressing the electronic plunger/button, and instructing them on the use of a manual watch in the event of an electronics “crash”.

During the Competition

- Timers and Recorders press the electronic plunger/stopwatches when swimmers finish their race by “crossing the imaginary place” or “touch”, whichever comes first.
- If Timers and/or Recorders miss a finish, **DO NOT PLUNGE!**
- Recorders and the Chief Electronics Judge shall determine any soft / no touch and note it clearly on their heat sheets.
- Runners shall collect all Disqualification Forms, Place Judge Slips and electronic reports and forward to the Meet and Results Office.
- The Office/Backup Referee shall review all Disqualifications; upon the review, the Disqualification is frozen and cannot be changed; thereafter the Disqualification form may be reviewed by coaches upon request of the Session Referee.
- Computer operators shall input all disqualifications into Meet Manager™.
- The CMR shall compile the timing results for Session Referee review before posting; Session Referee shall check his/her Heat Sheets and make sure all Disqualification are reported; posting of results must be ASAP but at least 30 minutes after the event [Section 11.B and Section 12.A.2].
- Any protests will be handled by Session Referee in accordance with the stipulated protest procedures [Section 12 and Administration Section 7].

After the Competitions

- All heat sheets, stationary and equipment must be returned to the Meet Office.
- Timing Officials shall provide a summary of any issues and incidents to their supervisor.
- All Timers’ and Recorders’ heat sheets shall be kept until the final results of the meet are posted.
- The CMR shall collect and sort all of the timing results, records, electronic reports, DQ Forms, and place judge slips.
- The CMR shall compile the Final Results of the day for distribution to member clubs.

Decision Making

If a situation arises that you are not sure how to handle, ask the session Referee by radio or in person.

FLOW CHART

Determining Official Times

