Administration Desk Checklist

- **The <u>Administration Desk Checklist</u> is a quick reference list of Admin Desk duties.**
- **The <u>Administration Desk Information Guide</u> provides detailed information on how to do each task.**

NOTE: At least one official should be at the Administration Desk at all times

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• **Organize Taping (***if applicable)* This happens at higher level meets where a Taping Committee must approve taping.	**p.9, p.16-17**	
• **Scratch Deadline**: *Make yourself aware of any scratch deadlines for the session. Confirm process for determining and announcing*	**p.9**	
• **Accept Scratches:** o **Make sure coaches properly fill out the scratch form!!!** o **<u>Do not enter scratches in the computer for the current session unless at the direction of the referee.</u>** *These can be updated on the ADMIN heat sheet and on the referee and starter heat sheets at their request.* o **Monitor live online list of scratches if accepting online scratches**	**p.9, p.15-16** **p.18-19**	
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• **Monitor heats for no-shows**	**p.11**	
• **Accept and enter scratches for finals or later sessions. Regularly check the live online list of scratches if accepting online scratches.** *NOTE: Do not enter scratches in Hytek if the heat sheets for the next session have not been already seeded and/or approved.*	**p.11, p.15-16, p18-19**	
• **Enter relay name changes***(until after the relay name change deadline).*	**p.11, p.27-28**	
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• **Collect and organize equipment** if this is determined to be an Admin Desk task for the meet.	**p.11**	
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• **Sort scratch forms or print off online scratches**	**p.12, p.15-16, p.18-19**	
• Upon request by the referee(s)**, seed the next session. Print heat sheets for the referee(s). Also provide the following documents,** o *Session report, master psych sheets, scratch forms/printout, meet package and technical bulletin*	**p.12, p.20-21**	

• **Copy and distribute heat sheets as needed** *(this may be done by meet management)*	**p.12**	
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• **Check in with the referee before leaving the Admin Desk**	**p.12**	
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• **Collect heat sheets:** *Consult with meet management on which heat sheets to keep (e.g. referees) and then recycle the rest.*	**p.12**	
• **Collect and organize equipment** if this is determined to be an Admin Desk task for the meet.	**p.12**	
• **Accept and enter scratches for finals until the *Scratch Deadline*. Regularly check the *live online list of scratches* if accepting online scratches. Stop accepting responses (i.e. online scratches) at the *Scratch Deadline.***	**p.12, p.18-20**	
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• **Seed Finals** *(After the finals scratch deadline has passed and all final scratches are entered in Hytek, then seed finals)*	**p.13, p.20-21**	
• **Print finals heat sheets for the referee(s) to review and approve. Provide the following documents along with the heat sheets,** ○ *Finals session report, preliminary results, finals scratch forms or printout, meet package and technical bulletin*	**p.13, p.17-18,21**	
• **Enter relay name changes, until the *Relay Name Change Deadline.***	**p.13, 27-28**	
• **Copy and distribute heat sheets as needed** *(this may be done by meet management)*	**p.13**	
• **Organize paperwork and equipment for officials for finals if this is determined to be an Admin Desk Role for the meet** *(e.g. heat sheets, clipboards, distance counter sheets, watches, pencils)*	**p.13**	
• **Give the *Admin Desk Heat Sheet* for session to the meet manager**	**p.13**	
• **Tidy administration desk.**	**p.13**	
• **Check in with the referee before leaving.**	**p.13**	

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• **Enter relay name changes** (*until after the deadline).*	p.13, p.27-28	
• **After the *<u>Relay Name Change Deadline</u>*, print off relay heat sheets with names included. Provide to the referee(s) along with,** ○ *Relay name change forms (in event order), master psych sheets, meet package and technical bulletin*	p.13, p.27-29	
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• **Collect heat sheets:** *Consult with meet management on which heat sheets to keep (e.g. referees) and then recycle the rest.*	p.15	
• **Collect and organize equipment** if an Admin Desk task for the meet.	p.15	
• **Give the ADMIN/Master Heat Sheet for session to the meet manager**	p.15	
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• **Check in with the referee before leaving**	p.15	
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Administration Desk Information Guide

(Formerly Clerk of Course)

NOTE: THIS IS A WORKING DOCUMENT PLEASE WRITE ANY NOTES OR CHANGES AS THINGS COME UP AND CONTACT NORMA LACHANCE OR TARA WALTERS. WE UPDATE THE GUIDE ABOUT TWICE A YEAR…THANKS

NOTE: At least one official should be at the Administration Desk at all times

Admin Desk Set-up:

- **Meet package**
  - Make sure you have read it and are familiar with it
  - Label the meet package with **ADMIN DESK**, highlight pertinent information for the Admin Desk on the meet package
- **Technical Bulletin**
  - Make sure you have read it and are familiar with it
  - Label the Tech Bulletin with **ADMIN DESK**, highlight pertinent information for the Admin Desk on the meet package
- **Master Psych Sheets.** The **Master Psych Sheet** is a list of all swimmers entered in each event (individual and relays) as of the start of the meet, ranked by entry times from fastest to slowest. Only one copy of the **Master Psych Sheet** is printed. It is kept at the Admin Desk as a permanent record to help verify information, answer questions and resolve issues related to entries and seeding. **Preliminary/timed final scratches** (*not finals*) **should be updated on the Master Psych Sheet by the Admin Desk.** This is done by putting a line through the athlete's name and entry time in the event being scratched, The Admin Desk official should initial beside the scratch in the Master Psych Sheets.
- **Session Report(s)** (see ***Computer Information*** on how to print)
- **Applicable Forms:** Ensure all forms needed for the session are available for officials and coaches. Different clubs have different procedures for how this is organized and where the forms are kept. Check with the meet manager. Most of the forms can be found on the ***Swimming Canada Website*** Competition Forms - Swimming Canada. Forms required may include,
  - ***Scratch forms (prelims and finals), Relay cards or name change forms, Swim-off forms, Official Split requests, Record forms, Appeal forms, Distance Counter Sheets, Taping Forms, Query of Time.***
- **Scratch Forms:** There typically two options for managing scratches, filling out scratches on paper forms or submitting scratches online, (see ***Online Scratches Set-up and Procedure*** in the ***Computer Information*** section for more information). Confirm the procedure for scratches before the start of the session. If using paper forms, make sure you have the correct scratch forms for the session (i.e preliminary or finals). The scratch forms are ***colour coded.*** Usually prelim scratch forms are white and finals scratch forms are another colour, but read the form to be sure.

- **Relay Forms**: Confirm the process for confirming names of relay athletes by reading the meet package and talking with Meet Management (see ***Relays*** in the ***Computer Information*** section for more information)
- **Positive Check-in Information**
  - **What is a Positive-Check in?** Typically in distance events (1500m, 800m, sometimes 400m at certain meets) the swimmers/coaches are required to confirm they are swimming before seeding the event due to the significant time savings if the number of heats can be reduced due to last minute scratches. It is important to be aware if there is a Positive Check-in event in the session and know what the positive check-in deadline is. This information can be found in the meet package and/or technical bulletin.
  - **Positive Check-in Sheet (if needed):** The Admin Desk needs to print and post at the Admin Desk a **<u>Positive Check-in Sheet</u>** for coaches/swimmers to sign. There are a few options for this. See ***Printing Reports*** in the ***Computer Information*** section for more instructions. Sometimes this will be done by the meet manager or by the Admin Desk officials from a previous session.
- **Pertinent Deadlines and Signage:** It is a good idea to have signage in regards to any deadlines that are pertinent to the session at the Admin Desk (e.g. Finals scratch deadline, Prelim Scratch Deadline, Relay Name Change Deadline etc.).
- **Admin Desk Communication Strategy:** To ensure consistency, it is a good idea to have a way to communicate information between Admin Desk officials from session to session. This could be done in a variety of ways (e.g. printed communication sheet at the desk, email, group message). At higher level meets (e.g. provincials or above) the Meet Manager or the Meet Referee may hold a "deck flow" meeting at the start of a meet to go over communication flow at the meet.
- **Equipment:** Other things that are good to have…pens, pencils, highlighters, stapler, staples, pencil sharpener, post-it notes, elastics, white-out, ruler, black sharpie, binder clips

<u>Things to do before the session starts</u>

- **Check in with the meet manager to confirm division of tasks for the session/meet:** There are certain duties that could be done by either the meet manager, the Admin Desk or Office Staff (e.g. prepping officials forms, photocopying heat sheets, collecting money). It is important to clarify the division of duties for the meet prior to the meet and/or start of the session.
- **Label heat sheets for Meet Referee, Session Referee(s), Starter(s), Stroke Judges and Chief Timers:** If not already done by meet management, put aside heat sheets for Senior Officials and label them. When there is more than one referee and starter in a session, make sure to label the heat sheets so they know which one is theirs. For example, if there are two referees and one is doing female events and one is doing male events, write ***Referee-Male, Referee-Female, Starter-Male, Starter-Female*** on the heat sheets. It could also be divided by event number, such as odd and even.
- **Organize paper work and equipment for officials:** <u>If determined to be an Admin Desk job for the meet/session,</u> organize paperwork *(e.g. heat sheets, distance counter sheets)* for officials by lane (e.g. *timer, lane 1*) and position (i.e. *stroke judge, IT, chief timer, starter, referee*). Make sure all

equipment required is readily available and distributed *(e.g. watches, pencils, clipboards for timers)*

- **Check in with the meet referee and/or the session referee(s) to discuss processes for Admin Desk:** There can be differences with how meet and session referees prefer things done (e.g. accepting scratches, managing alternates, swim offs, official splits). This information is often found in the meet package and technical bulletin. After reviewing these documents it is good to note any questions to clarify before the start of the meet/session.
- **Log onto the computer.** *(See **Computer Information** section)*
- **Print and post Positive Check-in Sheets:** There are a few options for this. See ***Printing Reports*** in the ***Computer Information*** section for more instructions.
- **Monitor the Positive Check-in Deadline**: Announce, or have the announcer or meet manager announce, the positive check-in deadline approximately ***1/2 hour before*** the deadline and then approximately ***5 minutes before*** the deadline.
- **Referee and Starter Heat Sheets:** Update late scratches on the heat sheets if requested. The referees and starters have the option to take their heat sheet earlier with no updated scratches for the session. If something important comes up after they take their heat sheet, Admin Desk staff should come find them to update their heat sheet. (e.g. deck entries, official splits, taping, last minute scratch in finals etc.)
- **Organize Taping** *(if applicable)***:** This happens at higher level meets where a Taping Committee must approve taping (see ***Taping*** in the ***Other Information*** section for more information).
- **Scratch Deadline:** Make yourself aware of any scratch deadlines for the session. Confirm process for determining and announcing them.
- **Accepting Scratches:**
    - Make sure coaches properly fill out the scratch form!!!
    - A separate scratch form should be filled out for each event that a swimmer is scratching from. ***Do not accept scratch cards that say <u>ALL EVENTS</u>***
    - There should be a ***Scratch Box*** at the administration desk to keep scratches in. It is best to organize them by session and keep them in event order. **NOTE: <u>Preliminary scratch forms should not leave the ADMIN desk until no longer needed by referees or other officials.</u>** They can then be collected by the meet manager.
    - **Scratches for current session: <u>Do not enter scratches in the computer (Hytek) for the current session unless at the direction of the referee</u>**. Even though the scratch is not entered in Hytek, you must still must go into Hytek to find the ***event, heat and lane (E,H,L)*** of the swimmer so you can write it on the scratch form (*See **Entering scratches for preliminaries** under **Computer information** for how to do this*)**.** Use this information to update the **<u>ADMIN desk/Master heat sheet</u>** by putting a line through it. The referee and starter heat sheets can be updated at their request.
    - **Online Scratches (if using):** Monitor the live online list of scratches (see ***Online Scratch Set-up and Procedures*** in the ***Computer Information*** for more information)
    - Before entering Scratches in the Computer (Hytek) for future sessions. Always refer to the meet package and discuss scratch procedures the meet first. In some cases the heat sheets have already been signed and printed for the entire meet.

- **Updated Session Reports:** Print an updated session report (if not included in the heat sheets) for referees and starters. Attach to their heat sheets. This can help with approving results and doing officials' briefings. (***See Computer Information for how to print off a session report.)***
- **Answer Questions:** Be available to answer questions of coaches and officials as needed
- **Collect entry fees** as needed.
- **Post heat sheets** as needed ***(Make sure the heats sheets have been reviewed and signed by the referee before posting them).***
- **Make copies of heat sheets as needed:** Make sure there are enough heat sheets printed for judges of stroke and inspectors of turn, chief timer, and timers (The meet manager sometimes does this). ***Photocopy the original signed heat sheet only!***

Things to do during the preliminary or timed-final session:

- **Seed Positive Check-in events after deadline** (*if applicable)*.
  - After the positive check-in deadline for distance events, scratch those that have not checked in (*see* ***Entering scratches for preliminaries*** *under* ***Computer information*** *for how to do this*).
  - Check with the meet referee and then, upon request of the referee, seed, reseed or manual seed **JUST** the events from the positive check in (*see* ***Seeding*** *under* ***Computer information*** *for how to do this*).
  - Before printing the distance heat sheets, make sure you have read the meet package and technical bulletins to determine set up. Typically distance events are swum fastest to slowest and sometimes male and female events alternate. **NOTE:** When printing the heat sheets for the positive check-in event make sure to take the **Heat Start Times** out. You do this by.. Going into ***Reports*** and choosing ***Meet Program*** and selecting only the positive check-in event. At the bottom of the screen will be printing option tabs, choose ***Include in Meet Program*** tab and unclick ***Heat Start Times***.
  - Print distance heat sheet(s) for the referee(s) to review and sign. Along with the heat sheet, provide the following documents,
    - ***Positive Check-in sheets, master psych sheets, meet package and technical bulletin***
  - It can be helpful to label the event with a sharpie at the top of the sheet (e.g. ***800 free)***
  - Once signed, approved, and labeled, photocopy the **signed positive check-in heat sheet** (the meet manager may do this) on a **different coloured paper** (not white) from any of the other heat sheets (e.g. main heat sheets, swim-offs, relays).
  - Distribute the new heat sheet for these events to the Refs, Starter, electronics, recorder, Timers, Judges of Stroke and Inspector of Turn, meet manager, ADMIN desk, all locations with posted heat sheets, Ask Meet Manager/Runner/Clerk to deliver to coaches.
- **Distance Timer Counter Sheets:** Print off/photocopy distance counter sheets for timers and distribute them. Currently this is for 800m and 1500m events. Often the meet manager will have pre-printed sheets prepared. Check that the correct forms are being used *(i.e. the correct distance AND the correct course (long course vs. short course))* Counter sheets can be found on

the ***Swimming Canada Website*** [Competition Forms - Swimming Canada] *see **Distance Counter Sheet** in the **Computer information** section for more information**)*** **Check that all timers have the Distance Counter Sheets on their clipboards well before the start of the distance event.**

- **Review Approved Taping** *(if applicable)***:** This happens at higher level meets where a Taping Committee must approve taping (see ***Taping*** in the ***Other Information*** section for more information).
- **Answer Questions:** Be available to answer questions of coaches and officials as needed
- **Monitor heats for no-shows:** Monitor each heat for no-shows and mark them on ADMIN Desk/Master heat sheet. There may be fines for NS which can be confirmed in the Meet Package.
- **Accept and enter scratches for finals or later sessions.**
    - If time permits enter scratches into the computer you receive for other sessions as long as the heat sheets have not been already seeded and/or approved.
    - For **online scratches**, regularly check the live online list of scratches for upcoming sessions.
- **Relays** *(if applicable)***:**
    - Enter relay name changes until after the relay deadline has passed ***(****see **Relays** in the **Computer Information section** for how to do this**).***
    - Sort **Relay Name Change forms** by event order.
    - After the **Relay Name Change Deadline**, print off the relay heat sheet(s) with names included ***(****see **Relays** in the **Computer Information section** for how to do this**.)*** Provide to the referee(s) along with the,
        - *Relay name change forms (in event order), master psych sheets, meet package and technical bulletin*
- **Print Reports:** Print off reports if requested by the referee (e.g. session reports, heat sheets after positive check-in events, results). **NOTE: Do not print heat sheets or results from Hytek, make photocopies of the original heat sheets and/or results.**
- **Determine the Scratch Deadline in consultation with the meet manager and the meet referee.** Monitor timing of the session. Determine the scratch deadline for the next session or for finals (usually should be 30 minutes after the end of the session it will specify on the meet package or technical bulletin)
- **Announce scratch deadline time** or have the announcer do this. This should be done before the deadline and a reminder should be announced closer to the deadline.
- **Monitor for swim-offs and manage swim-offs as needed:** If the meet has finals, then watch for potential of swim offs. ***(****see **Swim-offs** in the **Computer Information section** for how to do this**.)***

Things to do after session (if timed final)

- **Collect heat sheets:** Consult with meet management on which heat sheets to keep (e.g. the referees) and then recycle the rest.
- **Collect and organize equipment** if this is determined to be an Admin Desk task for the meet.

- **Enter Scratches:** Continue to accept and enter in scratches for the next session(s) until the **Scratch Deadline**. ***(****see* ***Entering Scratches for Preliminary Heats*** *in the* ***Computer Information*** *section)*
- **Wait for Scratch Deadline for next session:** Accept and enter scratches for finals until the Scratch Deadline. **For Online Scratches**: Stop accepting responses (i.e. online scratches) at the **Scratch Deadline**.
- **Sort and/or print scratches:**
    - **Paper Scratch Forms:** Sort the scratch cards for the session by event order. These are provided to the referees along with the heat sheets to approve. Scratch forms should be stored in the ***Scratch Box*** at the administration Desk until the end of the meet.
    - **Online Scratches:** After sorting scratches by event order on the spreadsheet and removing the yellow highlighting, print the scratches (*see* ***Online Scratch Set-up and Procedures*** *in the* ***Computer Information*** *for more information)*
- **Upon request by the referee(s), seed the next session**. Print heat sheets for the referee(s). Also provide the following documents,
    - *Session report, master psych sheets, scratch forms/printout, meet package and technical bulletin*
- **Copy and distribute signed heat sheets as needed** (*this may be done by meet management)*
- **Answer Questions:** Be available to answer questions of coaches and officials as needed
- **ADMIN Desk/Master Heat Sheet:** Give the **ADMIN/Master** heat sheet to the meet manager.
- **Tidy administration desk.**
- **Check in with the referee before leaving**.

Things to do after a session between prelims and finals

- **Collect heat sheets:** Consult with meet management on which heat sheets to keep (e.g. the referees) and then recycle the rest.
- **Collect and organize equipment** if this is determined to be an Admin Desk task for the meet.
- **Accept and enter scratches for finals until the scratch deadline:**
    - **Online scratches:** Regularly check the live online list of scratches if accepting online scratches. Stop accepting responses (i.e. online scratches) at the **Scratch Deadline**.
    - **Scratch procedure:** Make sure to confirm with the Meet referee or Meet Manager the process they would like to use for finals scratches. More recently Admin Desk officials have been asked to update scratches on the results in red pen and then initial beside it ***(****see* ***Scratches from Finals*** *in the* ***Computer Information*** *section).*
    - **Scratch forms/Online printout:** Sort the scratch cards for the session by event order. If requested you can also sort scratch cards by referee (e.g. sort by gender and event order if there are two referees and this is how they split up the session). For **online scratches**, remove yellow highlighting on the spreadsheet and sort by event order before printing for the referee(s)
- **Exhibition Swimmers/Deck Entries:** Exhibition swimmers cannot qualify for finals. You must click the athlete as exhibition before seeding finals ***(****see* ***Seeding*** *in the* ***Computer Information*** *section)*

- **Seed Finals:** After the finals scratch deadline has passed and all finals scratches are entered in Hytek, then seed finals ***(**see **Seeding** in the **Computer Information** section).*
- **Print finals heat sheets for the referee(s) to review and approve. Provide the following documents along with the heat sheets**
    - *Finals session report, preliminary results, finals scratch forms or printout, meet package and technical bulletin*.
    - **NOTE:** ***If there is a positive check-in event in finals and it is in the middle of the program, you have to remember to include the approximate time in/out for that event so the start times on the events after the race are accurate.***
- **Enter relay name changes,** until **Relay Name Change Deadline** *(if applicable)*. **(***see* ***Relays*** *in the* ***Computer Information section*** *for how to do this***.)**
- **Copy and distribute signed heat sheets as needed** (*this may be done by meet management)*
- **Organize paperwork and equipment for officials for finals if determined to be an Admin Desk task at the meet** (e.g. heat sheets, clipboard, distance counter sheets, watches, pencils). This is sometimes done by the meet manager.
    - **Distance Timer Counter Sheets:** Print off/photocopy distance counter sheets for timers and distribute them. Currently this is for 800m and 1500m events. Often the meet manager will have pre-printed sheets prepared. Check that the correct forms are being used *(i.e. the correct distance AND the correct course (long course vs. short course))* Counter sheets can be found on the ***Swimming Canada Website*** Competition Forms - Swimming Canada ***(****see* ***Distance Counter Sheet*** *in the* ***Computer information*** *section for more information****)*** **Check that all timers have the Distance Counter Sheets on their clipboards well before the start of the distance event.**
- **ADMIN Desk/Master Heat Sheet:** Give the **ADMIN/Master** heat sheet to the meet manager.
- **Tidy administration desk.**
- **Check in with the referee** before leaving.

Things to do during and after finals

- **Provide Taping Binder to the Commission at the start of the session.** This only happens at higher level meets where a Taping Committee must approve taping (see ***Taping*** in the ***Other Information*** section for more information).
- **Relays** *(if applicable)***:**
    - Enter relay name changes until after the relay deadline has passed ***(****see* ***Relays*** *in the* ***Computer Information section*** *for how to do this***.).**
    - Sort **Relay Name Change forms** by event order.
    - After the **Relay Name Change Deadline**, print off the relay heat sheet(s) with names included ***(****see* ***Relays*** *in the* ***Computer Information section*** *for how to do this***.)** Provide to the referee(s) along with the,
        - *Relay name change forms (in event order), master psych sheets, meet package and technical bulletin*
- **Post heat sheets** as required ***(Photocopy signed heat sheets only)***
- **Answer Questions:** Be available to answer questions of coaches and officials as needed

- **Confirm procedure for alternates is announced:** You may be asked to announce or have the announcer announce that the alternates check-in plan.
- **Assist with checking in alternates:**
  - **<u>NOTE:</u>** The procedure for checking in alternates can vary from meet to meet. Often Admin Desk officials are asked to support this.
  - Consult with the meet referee, session referee(s) and meet management prior to the start of the session in regards to the Admin Desk role for checking in alternates.
  - Typically the Admin Desk officials work closely with the session referees to monitor each final for no shows. Let the referee know and instruct appropriate alternates to go into the open lane as directed by the referee. Be ready to provide information on the name of the alternate.
- **Replacing a late scratch with an alternate before the event:** At times there is a last minute scratch from finals that the Admin Desk is made aware of prior to or early on in the finals session. If this occurs…
  - **Inform the referee(s) of the late scratch** and confirm they want you to make arrangements for an eligible alternate to be entered in the event prior to the race. If the meet referee or session referees are not available, confer with the meet manager to discuss a plan and inform the referee(s) as soon as possible.
  - **<u>Do not reseed the final!!!. The alternate will swim in the same lane as the swimmer who scratched from the final.</u>**
  - **Contact Coach of Alternate:** If possible make an announcement for a coaching representative for the first alternate to come to the Admin Desk, or have an Admin Desk official go and find the coach. Let the coach know of the scratch and confirm that the first alternate for the event is present and able to race in the event. If the first alternate is not available, contact a coaching representative of the second alternate and confirm their participation. Let the coach know what event and lane the swimmer will be swimming in.
  - **Enter the swimmer in the computer (Hytek)**: See ***Adding an alternate to finals*** in the ***Computer Information*** section on how to do this.
  - **Notify Officials:** Notify electronics, recorder, announcer, referees and starters once the alternate has been added. Update their heat sheets with the change and confirm that the updated information is pushed to electronics. Update the heat sheets of the officials for that lane (e.g. lane ITs, Timers, Stroke Judge).
  - If Admin Desk is assisting with checking in alternates then the Admin Desk official doing this can confirm that the alternate is in the correct lane before the start of the event.
- **Collect money for any late finals scratches:** Check the meet package to confirm but usually swimmers cannot swim in another race in the meet until the fee has been paid. Confirm the procedure for accepting money with meet management prior to the start of the finals session.
- **Enter Scratches:** Put in scratches for the next session(s) as they come in *(if applicable).* ***(****see* ***Entering Scratches for Preliminary Heats*** *in the* ***Computer Information*** *section)*
- **Wait for Scratch Deadline for next session:** Accept and enter scratches until the Scratch Deadline. **For Online Scratches**: Stop accepting responses (i.e. online scratches) at the **Scratch Deadline.**

- **Sort and or print scratches:**
    - **Paper Scratch Forms:** Sort the scratch cards for the session by event order. These are provided to the referees along with the heat sheets to approve. Scratch forms should be stored in the ***Scratch Box*** at the Administration Desk until the end of the meet.
    - **Online Scratches:** After sorting scratches by event order and removing the yellow highlighting, print the scratches (*see* ***Online Scratch Set-up and Procedures*** *in the* ***Computer Information*** *for more information)*
- **Upon request by the referee(s), seed the next session**. Print heat sheets for the referee(s).
    - **NOTE:** ***Check with the meet referee/referee if they would like you to include Heat Start Times in the heat sheet.***
    - Along with the heat sheets provide the following documents,
        - *Session report, master psych sheets, scratch forms/printout, meet package and technical bulletin*
    - Do not upload to meet mobile unless specifically requested by the ref
- **Copy and distribute signed heat sheets as needed** (*this may be done by meet management)*
- **Collect and organize equipment** if this is determined to be an Admin Desk task for the meet.
- **Collect heat sheets:** Consult with meet management on which heat sheets to keep (e.g. the referees) and then recycle the rest.
- **Administration Desk Heat Sheet:** Give the Admin Desk heat sheet to the meet manager.
- **Tidy administration desk.**
- **Check in with the referee before leaving**.

Other Important Information

- **Finding Forms:** Refer to the ***Swimming Canada Website*** for printable Competition Forms that are required to have at the Admin Desk **Competition Forms - Swimming Canada**
- **Proper filling out of scratch forms:** **Make sure coaches properly fill out the scratch form before accepting the scratch!!!**
    - A separate scratch form should be filled out for each event that a swimmer is scratching from. ***Do not accept scratch cards that say ALL EVENTS***
    - Ideally before letting the coach leave, review the scratch card to make sure it was correctly filled out. Check that they have used the correct scratch form (i.e. preliminaries or finals). Sign, date and put the time you entered the scratch in the computer on the form. Confirm that the gender, event number, stroke, distance and age (if applicable) is correct.
- **Sorting and storing scratch forms:** Sort the scratch cards for the session by event order. If requested, you can also sort scratch cards by referee (e.g. sort by gender and event order if there are two referees and this is how they split up the session). These are provided to the referees along with the results and finals heat sheets (if running finals) at the end of the session. There should be a ***Scratch Box*** at the ADMIN desk to keep scratches in. **NOTE: Preliminary scratch forms should not leave the ADMIN desk until the end of the meet!** They can then be collected by the meet manager.

- **<u>Finals Scratch Forms:</u>** On the updated **Finals Scratch Form** there is a spot for the coach to include the age of the swimmer. It is important to make sure the age is entered before accepting the scratch form. This assists the referees with verification of finals heat sheets. If the Admin Desk does not have the updated forms, then before entering the scratch in the computer***<u>, write down the age of the swimmer on the top of the finals' scratch form.</u>***
- **<u>Online Scratches</u>**:
    - **Set up:** There is a document to guide the set up of online scratches. You can find it in ***Appendix A*** of the Admin Guide.
    - **QR Codes:** Post the QR Codes for the coaches to access the Google doc or JOT form. This can be done in various ways including, posting the printed QR codes for each session (clearly labelled) at the Admin Desk, printing the QR Code for the upcoming session on the heat sheet and/or posting the QR codes around the pool deck.
    - It is beneficial to have a way for coaches to enter online scratches at the Admin Desk (e.g. having an iPad at the Admin Desk)
    - Regularly check the live online list of scratches if accepting online scratches. Stop accepting responses (i.e. online scratches) at the **Scratch Deadline**. After entering all of the scratches remove yellow highlighting and sort by event order before printing for the referee(s)
- **<u>Official Splits:</u>** If an official split request comes in, go and speak to the referee for approval. Also include the meet manager in this discussion. Refer to the meet package in regards to rules around official splits. The club who requested the official split may be expected to provide timers if necessary. Discuss this with the referee before going to talk to the coach. Often both timers can plunge at the split and the chief timer could also take a time and this will be sufficient. Once a decision has been made with the referee, one of the Admin Desk officials will brief the timers in the lane and brief the chief timer if necessary. *(See **Official Splits** in the **Computer Information Section** on how to create an Official Split)*
- **<u>Appeal Forms:</u>** Coaches may choose to protest a disqualification. Protest forms are supposed to be available at the Admin Desk. At the beginning of the session, familiarize yourself on where to find the protest forms. If none are available consult meet management or the meet referee to get copies prior to the start of the session.
- **<u>Meet Summary Reports:</u>** The Meet Summary Report may be requested by the meet referee at the end of the session. This provides good information to be included in their meet report at the end of the meet ***(****see **Printing Reports** in the **Computer Information** section).*
- **<u>Taping</u>**: At regional meets taping is typically allowed, with the exception that no more than two fingers or two toes may be taped together. At higher level meets (e.g. provincials and above) taping must be approved by a **Taping Committee**. The Admin Desk plays a role in this process.
    - The athlete and coach must complete the **Taping Form** at the Admin Desk prior to warm-up. The taping form can be found on the ***<u>Swimming Canada Website</u>*** [Competition Forms - Swimming Canada]
    - The Admin Desk Lead will take photos of the taping. **<u>Make sure the photo only captures the taped area.</u>**
    - The photos must be printed and attached to the **Taping Form.**

- The **Taping Committee** must review the taping and sign the form approving or denying the taping prior to the start of the first session.
- An Admin Desk Official should coordinate a time with the athlete and the **Taping Committee** to meet at the Admin Desk for the taping review prior to the start of the session.
- Once approved, the **Taping Form and attached photo is put in a Taping Binder** which is kept at the Admin Desk.
  - **Prelims:** For prelims, the athlete must check-in at the Admin Desk after their swim for the Admin Desk to review the taping and ensure it is identical to the photo.
  - **Finals:** For finals, the taping binder will be provided to the Commission so the referee can review taping immediately following the athlete's swim so the results can be declared official.
  - If the athlete changes taping, they must come to the Admin Desk to go through the taping review process and photo documentation again.

- **National Record Swims**: If a swimmer breaks a national record, there is a form on the Swimming Canada website that has to be completed. A time backup needs to be obtained from the CJE/ recorder, referee and meet manager to sign off.

Computer (Hytek) Information

Getting Started

- Choose ***Meet Manager*** *Make sure you are on ***multi-user****
- Choose ***Clerk 1*** or ***Run 1. Run 1 or 2*** *is preferable, as there are times the Admin Desk needs to use the* ***Run menu*** *and there is no access to* ***Run*** *when logged in as* ***Clerk.***
- **If you have any problems with the computer, just ask the electronics volunteer to help or see if the meet referee is available**

Printing Reports (e.g Heat Sheets, Session Reports)

- At the top menu choose ***Reports***
- Choose the options you are looking for (e.g., ***Meet Program, Results, Session Reports, Psych Sheets, Meet Summary Reports*** etc.)
- **Do not copy or distribute results or heat sheets that have not been signed by the referee.**
- If selecting a particular session then select the ***Event or Events*** to print off or choose ***Select All*** on the top menu.
- Choose ***Create Report*** from the top menu and then select to print the report
- **Meet Programs (Heat Sheets)**:
  - **Heat Start Times:** Check with the meet referee/referee if they would like you to include **Heat Start Times** in the heat sheets. Often they will not include heat start times and attach a Session Report to the front of the heat sheet instead. If you are including heat start times remember when printing just one event or a few events (e.g. positive check in

events, relays), make sure to take out the heat start times. To remove **Heat Start Times**, go into the ***Include in Meet Program*** tab and deselect ***Heat Start Times***.

- **Printing Relay Heat Sheets:** When printing heat sheets for relays ask the referee if they want swimmer names included. Usually names are not included in the heat sheet until after the relay name change deadline. To print relay heat sheets and exclude/include relay names….
    - Go into ***Meet Program***. Select the correct session and relay event(s).
    - At the bottom of the screen there will be printing option tabs, choose the ***Include in Meet Program*** tab and there will be a space to indicate how many letters/names to include in the program. If no names are to be included, use ***0.*** If directed to include names then choose ***4***.
    - When printing the final relay heat sheets after the relay deadline, make sure to take out the start times if they don't match up (*see above*).
    - Choose ***Create Report*** and preview the relays to make sure everything looks correct before printing a report for the referee(s) to approve.
    - Once approved by the referee, write the relay name in sharpie (e.g. ***4x50 Medley Relay***) at the top of the heat sheet. Print the relay heat sheet on a colour of paper that has not been previously used for other heat sheets (e.g. swim offs, distance events).
    - Work with the meet manager to distribute heat sheets to officials and coaches.
- **Positive check-in events (Distance):** When printing the heat sheets for a positive check-in event (e.g. 400, 800, 1500) make sure to take the **Heat Start Times** out (*see above*). It can be helpful to label the heat sheet with a sharpie at the top of the sheet (e.g. 800 free) Print the positive check-in heat sheet on a colour of paper that has not been previously used for other heat sheets (e.g. swim offs, relays).

- **Positive Check-in Forms:** There are two options for printing out positive check-in forms to post at the Admin Desk.
    - **Option 1 *Recommended*:** Go to ***Reports***, Choose ***Psych Sheets***. Choose the event (e.g. *Event 22, 800 fre*e). Choose single column and a line for times. Choose double spacing.
        - The benefits of this option is that it gives a visual of where the swimmer is potentially swimming in the meet program. If the first heat is swimming with finals in the evening, it is easy to pick out if there is a scratch in that heat and it can inform officials, coaches and swimmers of potential moves from the prelims to the finals session.
    - **Option 2:** Go to ***Reports***, choose ***Meet Check-in***, choose the options you would like (e.g. by team or by event)
- **Meet Summary Report:** Go to ***Reports***, Choose ***Meet Summary***, choose ***Summary Totals***, choose ***by Athletes***, Choose ***Create Report*** and print.

Online Scratch Set-up and Procedures

- For a document on how to set up online scratches ***see Appendix A***.
- **During the Session**

- **Before Scratch Deadline:**
    - Ensure you are in the correct spreadsheet for the session.
    - Monitor spreadsheet for scratches.
    - Enter each scratch into the computer (**Hytek)** and update **Master Psych Sheets** as per the usual procedure ***(see Entering Scratches for Preliminary Heats** and **Finals Scratches** in the **Computer Information** section).*
    - Once you have completed entering the scratch, highlight the corresponding spreadsheet row yellow.
    - If you have time, you may monitor scratch spreadsheets for future sessions and enter scratches into **Hytek**. Ensure that you are scratching the correct swimmer for the correct event/session and highlight the corresponding spreadsheet row yellow to indicate the scratch has been processed.
- **At Scratch Deadline:**
    - Stop collecting responses on the Google Form. Do this by opening the Google Form. Click on the "***Published***" icon in the upper right corner and switch the "***Accepting responses***" toggle to indicate "***Not accepting responses***". Click on the "***Save***" button.
    - Finish entering scratches that came in before the scratch deadline, remembering to highlight corresponding rows on the spreadsheet yellow once the scratch has been processed.
    - Once all scratches are entered (confirmed by noting that all spreadsheet rows are highlighted yellow), unhighlight the spreadsheet and sort scratches by event order. Print it out for the referees to reference when they are signing heat sheets.

Entering Scratches for Preliminary Heats

- At the top menu choose ***Athletes***
- ***Click on the letters to find their last name***
- Select the Swimmer and choose the event to scratch
- Look up the ***Event, Heat and Lane (E,H,L)*** for the swimmer and write this on the scratch form…**This will be very helpful later!!!**
- **Double check** you are correct on event and swimmer and before entering the scratch
- Scratch the swimmer from the race by marking the scratch box ***(SCR)*** **** This is very important****
- **Initial, date and put the time that the scratch was entered on the Scratch form** to signal that the scratch has been entered in the computer. Cross off the scratch on the master psych sheet and initial it.
- Keep scratch forms in the ***Scratch Box/Folder*** at the administration desk. **NOTE: Preliminary scratch forms should not leave the ADMIN desk until the end of the meet!** Organize the scratch forms in the scratch box by session.

Adding a swimmer to an event

- At the top menu choose ***Athletes***

- ***Click on the letters to find their last name***
- Select the Swimmer and choose the event to add
- Go to the heat/lane box and click on it. Enter the heat and lane (e.g. 6/8 would be heat 6, lane 8)
- Go to the ***Reports*** tab, select ***Meet Program***, select the event and select ***Create Report***. Look at the report to make sure the swimmer has been added to the event.
- Ask the referee if they would like to reprint the meet program or just manually add to heat sheets. **IMPORTANT: Be sure to update heat sheets for Refs, Starter, Electronics, Recorder Scorer, Stroke Judges and the heat sheet for IT/timers in the lane where the swimmer will be swimming.**

<u>*Scratches from finals*</u>

- At the top menu choose ***Seeding,*** make sure that you select the correct session (i.e. finals not prelims)
- Select the ***Event*** to scratch***,*** check the box to take out it of ***Manual*** mode
- Select ***Scratch Pad*** in the top menu and then choose the swimmer who is scratching
- Before entering the scratch, ***write down the age of the swimmer on the finals' scratch form if not using the updated scratch form that includes this.*** This assists the referees with verification of finals heat sheets
- Make sure to scratch the swimmer by marking the scratch box <u>***(SCR)***</u>
- Double check you are correct on event and swimmer and then ***Save*** scratch
- Remember to reselect ***Manual*** for the event once the scratches have been made
- Update the scratch on the results by crossing a red line through the swimmer and initialing it.
- Initial the Finals Scratch form to signal that the scratch has been entered in the computer or highlight the corresponding row of spreadsheet in yellow if using online scratches.
- Keep scratch forms in the ***Scratch Box/Folder*** to be given to the referee to review between heats and finals with the results and finals heat sheets.   Sort the scratch cards for finals by event order and if requested, sort by referee (e.g sort by gender and event order if there are two referees and this is how they split up the session).
- **Reversing a finals scratch in the computer:** If a coach comes to you <u>**before**</u> the Finals Scratch Deadline and asks to reverse a finals scratch form that has already been entered in the computer, first <u>**check with the referee for approval**</u>. If approved you can go back into ***Scratch Pad***, find the swimmer, deselect the ***SCR*** box and ***Save*** the change. <u>**NOTE: Do not do this without approval from the referee. In rare cases you may have to reseed, but NEVER reseed without specific direction from the referee.**</u>

<u>*Seeding (Preliminaries, Finals, Long distance events, Relays)*</u>

- At the top menu choose ***Seeding.*** <u>**NOTE:**</u> **Make sure you are in the correct session (e.g. Finals session for that day)**
- **Make sure to click <u>*Manual*</u> for all events you are not seeding.**
- Find the event or events that you want to seed and check the box to take it/them out of ***Manual*** mode

- Select the event (**ENSURE ONLY THE EVENTS YOU ARE SEEDING ARE SELECTED) No checkmark in the box means that you are seeding that event, a check mark in the box will NOT seed that event**
- **NOTE:** Look for any **Exhibition Swimmers** (ex. swimmers at Divisionals with provincial qualifying times) Exhibition swimmers cannot qualify for finals. You must click the athlete as exhibition before seeding finals ***(See computer information)***
- Select ***Start Seeding*** on top menu
- Once you have seeded the event make sure that click back into ***Manual*** mode
- When printing the heat sheets, check the referees' or meet manager's preference of double or triple column. If triple column, make sure you select this under the ***Columns/format*** tab near the bottom of the page.
- **Heat Start Times:** Check with the meet referee/referee if they would like you to include **Heat Start Times** in the heat sheets. Often they will not include **Heat Start Times** and attach a Session Report to the front of the heat sheet instead. If you are including heat start times remember when printing just one event or a few events (e.g. positive check in events, relays), make sure to take out the **Heat Start Times.**
    - To remove **Heat Start Times**, go to ***Reports***, choose ***Meet Program***, select the session, event or events to print. Go to the ***Include in Meet Program*** tab and deselect ***Heat Start Times***.
- Provide to the referee with the heat sheets along with the documents they will need to approve and sign them. This will be different for preliminaries and finals
    - ***Prelims****: Session report, master psych sheets, scratch forms or printout, meet package and technical bulletin.*
    - ***Finals****: Finals session report, preliminary results, finals scratch forms or printout, meet package and technical bulletin*

***Reseeding an event:* VERY IMPORTANT!!! NEVER RESEED without specific direction from a referee**

- **Reseeding is rarely done!** Make sure the referee wants to reseed and has given you specific direction to do so. **This is very important!!!!**
- Follow **Seeding Procedures** already discussed (*see **Seeding** in **Computer Information** section)*

Manual Seeding Instructions

- There may be times where you will have to manually seed an event. This would happen in consultation with the referee. For example, this may occur with certain distance races, Hy-Tek computer glitches, you need to place a swimmer in an earlier heat or when a para swimmer requires an outside lane.
- **This is an important skill for an ADMIN desk official to know.**
  At the top menu choose ***Seeding,*** **Make sure to click *Manual* for all events you are not seeding .**
- Find the event you want to seed and check the box to take out it/them out of ***Manual*** mode

- Select the event (**ENSURE ONLY THE EVENTS YOU ARE SEEDING ARE SELECTED) No checkmark in the box means that you are seeding that event, a check mark in the box will NOT seed that event**
- Do the initial seeding of the event following the ***Seeding (Preliminaries, Finals, Long distance events, Relays)*** procedures
- Then at the top of the **Seeding Menu** choose ***Preview***
- Seed the event manually by clicking on the swimmer and holding down the button and dragging the swimmer to the correct heat and lane by time, according to the meet rules (i.e. is it fastest to slowest or circle seeding). You can also double click on the swimmer and then place them in the correct lane.
- To make room to move around swimmers, you can choose ***Add New Heat*** at the top of the ***Preview*** menu. After you have made all of your changes you can choose ***Delete empty heats*** at the top of the ***Preview*** menu to delete the extra heat
- **For reference: fastest time (1st) goes in lane 4, 2nd in lane 5, 3rd in lane 3, 4th in lane 6, 5th in lane 2, 6th in lane 7, 7th in lane 1, 8th in lane 8**
- Once you have seeded the event, press save and then make sure that click as ***Manual*** mode
- If you need to switch the heats from slowest or fastest to fastest to slowest or vice versa do the following procedure:
    - Go into the ***Run*** menu
    - Select the correct event
    - Click on the ***Adjust*** button and choose to ***Switch Heats.*** It will give you a box where you can switch the numbers (i.e. Heat 1 for Heat 4).
    - Once you are done press ***Save.***

Adding an alternate into a final

At times there is a last minute scratch from finals that the Admin Desk is made aware of prior to or early on in the finals session. **IMPORTANT: Never reseed the final!!!. The alternate will swim in the same lane as the swimmer who scratched from the final.**

To enter an alternate in a finals heat…

- Go into the ***Run*** menu
- Select the correct event
- Click on the ***Adjust*** button and choose the correct heat. Double click on the swimmer who has scratched to remove them from the heat.
- Choose ***Alternates Only*** at the top of the screen and the two alternates will appear. Choose the proper alternate and click and drag their name into the heat and lane of the scratched swimmer (i.e. *If the scratched swimmer was the fastest qualifier in lane 4 the alternate still goes into lane 4 even though they are not the fastest qualifier.)* **DO NOT RESEED THE HEAT.**
- Once you are done press ***Save.***
- Inform the Recorder, CJE, Electronics Operators of the change so they can push the information over to electronics. Update all necessary officials heat sheets with change by manually writing it in on each heat sheet.

Adding Breaks to a Session:

There are times when you may want to insert a break in a session for things like award presentations or providing swimmers adequate rest between events. To do this…

- Go to ***Events***
- Choose ***Sessions***
- Choose the session that you want to add the break to.
- Go to the event in the session before you want the break to occur. There are four columns to the right of the event name. There will be a column that says ***Break***, type in the length of the break in minutes.

Alternating Events

There are times when you may want to alternate events, for example with some distance events you may alternate female and male heats. To do this…

- Choose ***Events***
- Choose ***Sessions***
- Go to the event and in the ***ALT*** box (alternate) write in the event to alternate with (e.g., Event 1 in ***ALT*** box type 2 for Event 2 and vice versa)
- The default in the ***ALT Heats*** box is 1, meaning 1 heat of Event 1 will alternate with 1 heat of Event 2 on the heat sheet. If you want to have more than one heat of each event to occur before alternating, you would put that number in the ***ALT Heats*** box (e.g. If you put a 3 in this box, 3 heats of event 1 would show on the heat sheet, followed by 3 heats of event 2.)
- Create a report to see if it is correct. To do this, on the top menu choose ***Reports***
- Choose the option you are looking for (e.g., ***Meet Program, Session*** etc.)
- If selecting a particular session then select the ***Event or Events*** to print off or choose ***Select All*** on the top menu.
- Choose ***Create Report*** from the top menu and preview the report. You can also select to print the report ****Remember when printing heat sheets give them to the referee to approve and sign before posting****

Swim off

- When directed to organize a swim off. Check with the referee about when it might be run in the program. **NOTE:** There can be some flexibility on when the swim off runs if there is a good reason. If a request is made by a coach about when a swim off occurs, check with the referee before saying okay to this.
- **Swim-Off Form:** Swimming Canada now has a form to help organize and track the steps involved in setting up a swim-off: This form can be found on the ***Swimming Canada Website*** Competition Forms - Swimming Canada . The form allows for tracking of the process discussed below. It helps to ensure important steps in the process are not missed and allows for written

documentation and more transparency. **<u>It is recommended to use this form when setting up swim-offs.</u>**

- Ask for an announcement to be made requesting coaching representatives from the clubs who are involved in the swim-off to come to the Admin Desk regarding a potential swim-off. Alternatively an Admin Desk official could find both coaches of the swimmers separately to discuss the swim-off.
  - **When talking to each coach do not tell them what the other coach's decision was.**
  - **Have each of the coaches initial on the Swim-off Form to confirm their decision.**
  - **If one coach says no and the other coach says yes there is no swim off and the coach who said yes wins the swim off**
  - **If both say yes then you organize a swim off.**
  - **If both say no, you flip a coin if it is determining a spot for a final or alternate.**
- To create a swim off event, select ***Run*** on the top tab
- Select the event that is having a swim off, then select ***Swim Off*** on the top menu
- It will prompt you if you want to change the event number…**Select to change event number.** Create a number that is not already used in the meet. For example, if there are events 1-80 in the meet, make swim offs using 100's (e.g a swim off for event 1 would be 101). ***Note:*** *if creating official splits in the same meet then use 200 or 300 not 100 which would be for swim offs. Leave a note for ADMIN Desk Official working later in the meet in regards to what numbers are being used for what events.*
- Select the correct swimmers
- Close out of ***Run*** and go to ***Events*** at the top menu. Once in ***Events,*** scroll to the bottom of the page to make sure the swim off has been created.
- If it has been created, go back into ***Run*** and seed the swim off by choosing ***Seeding*** on the top menu and taking it out of manual and selecting the event. Select ***Start Seeding***.
- Go back to ***Events*** and select the ***Session*** in which swim off will occur. Click on the swim off event and drag it to the position it will go in the session
- Close out of ***Events***, go to ***Reports*** at the top menu and select ***Meet Program***. Select the swim off event and ***Create Report*** to print off and give to the referees to approve. Remember to make sure to take out heat start times before printing the report (***See Printing Reports Section)***
- Once approved, print off a copy on white paper. In black sharpie write… ***Swim Off*** and when it will take place in the session (e.g. ***After Event 26, Boys 50 Free***). Make copies on coloured paper (**NOTE:** Use a colour of paper that hasn't been used for any other check-in events, relays, swim-offs etc.). for officials and coaches or have the meet manager do it.
- Make sure the officials who need to know about the swim off are informed and are given swim-off heat sheets (e.g. timers/turn judges in the lanes in which the swim off takes place, electronics, chief recorder, starters, referees, stroke and turn officials)
- **Judge's Decision (JD):** Once you get the swim off results, you may be asked to place the judge's decision into the preliminary event right away. This is often done by the chief recorder, but it may be an ADMIN Desk job as well. You do this by going into the ***Run*** menu, selecting the event that needs adjusting and pressing the ***JD box*** on the screen. A window will then open up where you can manually adjust the placing (e.g. two swimmers who were tied for 8th can now be manually

entered in 8th and 9th based on the results of the swim off). The event should then be re-listed and the results printed for the referee. **NOTE : Again this is usually done by the Chief Recorder.**

- **What to do if a Swim-off needs to take place at the beginning of finals:** Ideally swim-offs should be run in the preliminary session that the original event took place. There are instances where a swim-off needs to be run at the beginning of finals. If this is the case…
  - Follow the steps laid out in this section to set up the swim-off. Place the swim-off in finals at the start of the session. ***NOTE: It does not need to be printed on a separate heat sheet as it will be included in the finals heat sheets for the referee to sign.***
  - In order for the heat sheets to be seeded correctly the Admin Desk must do a **judge's decision (JD)** to declare one of the swimmers in the swim-off as the "winner" (see the ***Judge's Decision (JD)*** section above on how to do this). It does not matter which swimmer gets the **JD,** the other swimmer will be shown in the program as an alternate.
  - Once the heat sheets are printed the Admin Desk official will neatly draw a bracket linking the two swimmers and print ***"Pending swim-off"*** on the heat sheet.
  - Once the swim-off takes place, go back and **JD** the winner as discussed above. If the winner is swimming in Finals (not an alternate), either the Chief Recorder or the Admin Desk should update the information in Hytek to reflect the correct swimmer in the heat (if necessary). You can do this by…
    - Go into the ***Run*** menu
    - Select the correct event
    - Click on the ***Adjust*** button and choose the correct heat. Double click on the swimmer who needs to be removed
    - Choose ***Show Eligible Swimmers*** at the top of the screen. Choose the proper swimmer from the list that appears. Click and drag their name into the heat and lane.
    - Once you are done press ***Save.*** Inform the Recorder, CJE, Electronics Operators of the change so they can push the information over to electronics. Update all necessary officials heat sheets with change by manually writing it in on each heat sheet.

Official Splits/Adding an Event

If an official split request comes in…

- Coordinate with the Meet Manager on the procedures. Discuss the request with the meet manager, referee, electronics, chief recorder. Refer to the meet package in regards to rules around official splits.
- The club who requested the official split may be expected to provide timers if necessary. Discuss this with the referee before going to talk to the coach. Sometimes both timers can plunge at the split and the chief timer could also take a time and this will be sufficient.
- Inform all of the officials that would be a part of the taking the official split including…
  - The Referee
  - The Timers in the lane

    - The Chief Timer
    - Electronics
    - The extra timers

- **<u>NOTE:</u>** It can be a good idea to wait until after the official split happens and ask the coach if they want to keep the time (i.e. if it is a best time or not) before creating the event in the computer. This could save the Admin Desk the work of setting up an official split event when the coach does not even want it.
- Follow all of the procedures discussed above but only set up the event in the computer (Hytek) if the coach wants to keep the time (see below). If the official split request is accepted by the coach. The Admin Desk would set up the event in the computer as follows:

To set up an official split in Meet Manager (HyTek)…

- Choose ***Event***
- Choose ***Add***
- Choose an event number that is not used in another session or for swim offs (e.g. if events are 1-80, choose the corresponding event number from 100-180, if swim offs are already using 100-180, choose the corresponding event number from 200-280)
- Go through the screen and select the appropriate parameters for the race (e.g. gender, age, distance, stroke)
- Make sure to select, ***Do not score event*** as the event will not count to towards individual or team points
- Under ***Event Type*** there is not an ***Official Split*** option but there is a spot to type in the Event Type, in that spot type **<u>Official Split</u>**
- Once all the information has been included and double checked, Select ***OK***
- Go to ***Sessions*** on the top menu and go to the correct session, Select ***Add***
- Add the official split event to the appropriate session
- **<u>Add Swimmers to the event:</u>** To add the swimmers to the Official Split event.
    - At the top menu choose ***Athletes***
    - ***Click on the letters to find their last name***
    - Select the Swimmer and choose the event to add
    - Go to the heat/lane box and click on it. Enter the heat and lane from (e.g. 6/8 would be heat 6, lane 8)
    - Go to the ***Reports*** tab, select ***Meet Program***, select the event and select ***Create Report***. Look at the report to make sure the swimmer has been added to the event.
- Manually mark on the ADMIN Desk/ master heat sheet as well as the heat sheets for the referees, starters, electronics and recorder scorer, what swimmers are doing official splits.
- Make sure that the Chief Recorder and electronics are aware. Determine if it will be the Recorder or the Administration Desk who will manually enter the times after the event.
- Make sure the timers in the lane and the Chief Timer are aware of the procedure to take the official split and any role they will play.

Distance timer counting sheets

- We do not have to make these. The meet manager should have them in the filing folder to be copied, or you can find copies to use in the ***Officials Resource*** section of the ***Swimming Canada*** website [Competition Forms - Swimming Canada](#) .
- Make sure that you have the correct form for short course (SC) or long course (LC)

Relays

Some swim meets will require teams to submit relay cards with the names of each relay swimmer for every relay (in the correct order). More recently, many swim meets are moving away from this. Instead of using relay cards (printed from Hytek), a ***Swimming Canada Relay Form*** is used. These can be found on the ***Swimming Canada website*** **Competition Forms - Swimming Canada**.

- If relay participant names were included on the psych sheet, coaches can be instructed to review the psych sheets and only submit a ***relay name change form*** if they are making any changes, otherwise no relay form is required. There may be wording in the meet package or technical bulletin such as:

"Relay names entered with the entry file will be considered final. If a name change is required, a Relay Name Change form may be obtained at the AdminDesk and submitted by _______________. (this would be the deadline to change names usually 30 minutes before the session)."

- **Posting Relay Psych Sheets:** Coaches may not remember who they entered on the relays. To help ensure coaches can check their relay entries from the psych sheet, it can be good to create a list of the relays with names and post it at the Admin Desk to do this…
  - Go to ***Reports***
  - Select ***Psych sheets***
  - Select the ***Relay events*** to be displayed (this will be different from session to session)
  - At the bottom of the screen there will be printing option tabs, select, ***Double Column*** under the ***Columns/format*** tab near the bottom of the page. Choose the ***Include in Meet Program*** tab and there will be a space to indicate how many letters/names to include in the program. It should say **4.**
  - Choose ***Create Report*** and preview and make sure the relay names are showing before printing.
  - Coaches should be instructed only to submit a Relay Form if they are making changes to the relay names and/or order, or if they are scratching a relay
  - Enter any relay name changes as they are received into Hytek until the **Relay Name Change Deadline** has passed.
- **Entering Relay Name Changes:**
  - At the top menu choose ***Relays***
  - Choose the correct relay event number under ***Relay Event***
  - Under ***Relay Team Entries*** choose the right club and relay team (e.g. KAJ B)
  - Look under ***Relay Order,*** the swimmers names should be there in the order they are to swim***.*** Make any changes to the swimmers and/or order so what is showing on Hytek

matches the information on the **Relay Form** submitted by the coach. Instructions on how to do this are as follows:

        - To change the swimmer or swimming order click on the swimmer and drag their name to the correct position.
        - If the swimmer is not already in the relay, find the swimmer's name under ***Eligible Athletes*** on the left side of the screen. Click on the swimmer and drag their name into the correct position on the relay. When a swimmer from the ***Eligible Athletes*** list is put into the relay it will take the swimmer in that spot out of the relay and put them under the ***Eligible Athletes*** list.
        - If the swimmer name on the **Relay Form** is not on the ***Eligible Athletes*** list, click on the ***Swim Up*** options on the top of the page. This will show swimmers from younger age groups that may be eligible to swim. Make sure the swimmer is age appropriate according to the rules in the meet package.
    - Initial and write down the time on the **Relay Form** to indicate that it has been processed.

- **Scratching a Relay Team:** Always discuss the process for Relay Scratches with the Referee prior to entering them. If the relays have been seeded and put into the heat sheet without names prior to the relay name change deadline, then the meet referee may not want to scratch a relay team and instead have it considered a 'no show'. If this is the case the Admin Desk can remove any swimmers' names in the team's relay. The team name will still show on the Relay Heat Sheets but with no names. If the relays were not included in the heat sheets for the session then the meet referee may want to enter relay team scratches and re-seed the relays, to scratch a relay…
    - Select ***Relays***
    - Select the event under ***Relay Events***
    - Under Relay Team Entries click on the team to be scratched. Click the ***SCR*** box
    - Initial and write down the time on the **Relay Form** to indicate that it has been processed.
    - **DO NOT RESEED the relays without specific direction from the Referee**
- **Adding a Relay Team: Before adding a relay team, refer to the rules in the meet package in regards to this and get agreement from the Referee(s) and Meet Manager.** To add a relay…
    - Select ***Relays***
    - Select ***Relay Events***
    - Select ***Add***
    - Select the correct team and click ***OK***
    - To put swimmers in the relay team select the swimmer's name under ***Eligible Athletes*** and click on the swimmer and drag their name into the correct position on the relay.
    - If the swimmer name on the **Relay Form** is not on the ***Eligible Athletes*** list, click on the ***Swim Up*** options on the top of the page. This will show you swimmers from younger age groups that may be eligible to swim. Make sure the swimmer is age appropriate according to the rules in the meet package.
    - Initial and write down the time on the **Relay Form** to indicate that it has been processed.
- **Printing Relay Heat Sheets:** When printing heat sheets/reports for relays ask the referee if they want names on the relays rather than just the clubs. Usually names are not included in the heat sheet until after the **Relay Name Change Deadline**. Sometimes the referee will choose not to

include the relays at all in the session heat sheet. To print relay heat sheets and exclude/include relay names….

- Go into ***Meet Program*.** Select the correct session and relay event(s).
- At the bottom of the screen there will be printing option tabs, choose the ***Include in Meet Program*** tab and there will be a space to indicate how many letters/names to include in the program. If no names are to be included, use **0.** If directed to include names then choose **4.**
- When printing the final relay heat sheets after the relay deadline, make sure to take out the **Heat Start Times** if they don't match up. You do this by going into ***Include in Meet Program*** tab and deselecting ***Heat Start Times.***
- Choose ***Create Report*** and preview the relays to make sure everything looks correct (e.g. correct number of names) before printing a report for the referee(s) to approve.
- After the **Relay Name Change Deadline**, provide the relay heat sheet(s) <u>**with names included**</u> to the referee(s) along with the,
    - ***Relay name change forms (sorted in event order), master psych sheets, meet package and technical bulletin***
- Once approved by the referee, write the relay name in sharpie **(e.g 4x50 Medley Relay)** at the top of the heat sheet. Print the relay heat sheet on a colour of paper that has not been previously used for other heat sheets (e.g. swim offs, distance events).

- **Printing Relay Cards for coaches**: If the meet is using **Relay Cards** and they need to be printed…
    - Choose ***Labels*** on the top of the main page
    - Choose ***Entry cards/Labels,*** choose the correct Relay events
            - Select ***Create Labels,*** at the top menu and print them off to be photocopied on card stock and distributed to the teams/coaches.
        - Process and sort the relay forms by event as they come in (see **Entering Relay Name Changes**)

Appendix A

Online Scratches Set-up and Procedures

Before the Meet

Create a Google Form for each session (prelims and finals)

1. Navigate to https://docs.google.com/forms/
2. Click on "Blank form"
3. Highlight "Untitled form" and replace text with your chosen title. Title the form using meet name, date and session. For example, "2025 BC Summer Provincials Scratches Thursday July 17 2025 Prelims". Click on title in upper left corner to automatically copy your title.
4. Optional: customize the form's design. Click on the palette icon in the top right corner to change colours, fonts, or to add header image.
5. Click on "Untitled Question" to add and customize the following questions:
    a. Cell/Text number
        i. Click on the down arrow to choose "Short answer" from the question types
        ii. Ensure this field is required by using the "Required" toggle
        iii. Click on the circle with a plus sign icon to add the next question
    b. Swimmer or Relay Name (as it appears in heat sheet)
        i. Click on the down arrow to choose "Short answer" from the question types
        ii. Ensure this field is required by using the "Required" toggle
        iii. Click on the circle with a plus sign icon to add the next question
    c. Club Name
        i. Click on the down arrow to choose "Short answer" from the question types
        ii. Ensure this field is required by using the "Required" toggle
        iii. Click on the circle with a plus sign icon to add the next question
    d. Swimmer Age
        i. Click on the down arrow to choose "Short answer" from the question types
        ii. Ensure this field is required by using the "Required" toggle
        iii. Click on the circle with a plus sign icon to add the next question
    e. Gender
        i. Click on the down arrow to choose "Multiple choice" from the question types
        ii. Highlight "Option 1" and replace with "Male"
        iii. Click on "Add option". Highlight "Option 2" and replace with "Female"
        iv. Ensure this field is required by using the "Required" toggle
        v. Click on the circle with a plus sign icon to add the next question
    f. Scratch from Event
        i. Click on the down arrow to choose "Drop-down" from the question types
        ii. Highlight "Option 1" and replace with the session's first event
        iii. Click on "Add option". Highlight "Option 2" and replace with session's second event
        iv. Continue this process to add all events for the session
        v. Ensure this field is required by using the "Required" toggle
        vi. Click on the circle with a plus sign icon to add the next question
    g. Scratch Submitted by
        i. Click on the down arrow to choose "Short answer" from the question type
        ii. Ensure this field is required by using the "Required" toggle
        iii. Click on the circle with a plus sign icon to add the next question
6. Click on "Settings" in the header bar and click on down arrow for "Responses"
    a. Collect email addresses

        i. Click on down arrow to choose “Responder input”
    b. Send responders a copy of their response
        i. Click on down arrow to choose “Always”
    c. Allow response editing
        i. Ensure that toggle is off
7. Preview the form, click on the eye icon in the top right corner

Link each Google Form to a corresponding spreadsheet

1. Click on “Responses” in the header bar
2. Click on “Link to Sheets”. A new window will open. Click on “Create a new spreadsheet” and choose “Create”
3. Optional: opt to receive email notifications for new responses
    a. Click on the 3 vertical dots and select “Get email notifications for new responses”
4. Optional: download Sheets spreadsheet to Excel
    a. Click on “File”
    b. Hover over “Download” and click on “Microsoft Excel”

Publish each Google Form

1. Publish the form by clicking on “Publish” button in top right corner
    a. Responders should be “Anyone with the link”. Click the “Publish” button
    b. A new window will open and allow you to copy the responder link. This can be added to event webpage and technical bulletin. Select “Shorten URL” for a more manageable link.
2. Optional: create a QR code for each session’s Google Form
    a. Use the URL from the above step and open the Google Form in Chrome
    b. Right click and select “Create QR code for this page”
    c. Select “copy” or “download” and add to webpage, technical bulletin and heat sheets

<u>During the Session</u>

Before scratch deadline:

1. Monitor spreadsheet for scratches
2. Enter each scratch into Hytek
3. As you go, highlight the corresponding spreadsheet row

If you have time, you may monitor scratch spreadsheets for future sessions and enter scratches into Hytek. Ensure that you are scratching the correct swimmer for the correct event/session and highlight the corresponding spreadsheet row.

At scratch deadline:

1. Stop collecting responses on the Google Form
    a. Open the Google Form
    b. Click on the “Published” icon in upper right corner and switch the “Accepting responses” toggle to indicate “Not accepting responses”
    c. Click on the “Save” button
2. Finish entering scratches into Hytek and highlighting corresponding rows on the spreadsheet
3. Once all scratches are entered (confirmed by noting that all spreadsheet rows are highlighted), unhighlight the spreadsheet and print it out for the referees to reference when they are signing heat sheets