ADMINISTRATION DESK

September 1, 2023

WELCOME

The goal of any competition volunteer or official is to contribute to a fair, safe and positive competitive environment.

The goal of this clinic is to:

1. Continue to develop a foundation for your skills as a swimming official.

2. Provide you with an understanding of the role and key duties of the **Administration Desk** official.

3. Review what is required for a Time Trial and a Timed Final Meet.

PREFERRED PREREQUISITES

- Practical experience as a Timekeeper across a range of competitive levels.

- Understanding of what happens at a swim meet.

TIME TRIALS

TIME TRIALS

These are one session competitions that maybe run during a practice time or a special time as arranged by the club.

- The heat sheets have already been created by the meet management team.

- At the Administration Desk, your role is to marshal the swimmers into their heats and to guide them behind the blocks when it is their turn to swim.

- Some swimmers may not attend the Time Trial although they have been entered. The Coach will generally inform you if a swimmer is not swimming. Please share this information with the Referee, Starter, Chief Timekeeper, Lane Timekeeper and Chief Recorder or Recorder.

ROLE OF THE ADMINISTRATION DESK

II.C2.17 Administration Desk (formerly "Clerk of Course")

The Administration Desk

II.C2.17.1 May be responsible for "checking in" swimmers at the marshaling area prior to each event;

II.C2.17.2 May have control of the swimmers from the time they are checked in until they are turned over to the Referee;

II.C2.17.3 May have full charge of the working deck insofar as control of the swimmers is concerned. They shall report un-disciplinary acts to the Referee and shall make an infraction report to the Referee of any swimmer who engages in an un-disciplinary act while under their control.

TIMED FINAL MEETS

TIMED FINAL MEETS

A Timed Final meet is made up of one or more sessions during the same day or over several days (weekend):

- Each session is generally less than 4.5 hours long.

- Heats are seeded by Meet Management using Hy-tek or Splash prior to the start of the meet so the Administration Desk is not responsible for seeding events.

- Some events in a Heats and Finals meet may be swum as a Timed Final if stated in the meet package.

- Distance events 800m and 1500m are generally swum as Timed Finals.

TIMED FINAL MEETS

II.C3.5 Timed Final Events

Timed finals are those in which each swimmer swims only once for time. The final placing of all swimmers is determined by their times. Events to be conducted as timed finals must be so designated in the Meet Information Package.

C3.5.1 Timed finals should normally be swum "slowest to fastest", with the swimmers seeded according to their submitted times. However, the 800m and 1500m events may be swum "fastest to slowest" in alternating event order (female/male).

TIMED FINAL MEETS ADMINISTRATION DESK DUTIES

Be on deck prior to the start of warm-up.

Coaches will come to the Administration Desk to:

- Pick up their heat sheets
- Submit scratches
- Request Official splits
- Request deck entries
- Submit Relay cards with the swimmers names in order of competing
- Complete positive check-ins

You are the point of contact where Coaches will go with any questions.

SCRATCHES

RULES DESCRIBING THE DUTIES OF THE ADMINISTRATION DESK

II.C2.17 Administration Desk (formerly "Clerk of Course")

The Administration Desk

II.C2.17.7 Maintain a record of scratches for timed finals, preliminaries and finals provide the information to the meet office so that heat sheets may be produced.

- The Administration Desk is responsible for receiving all scratches from the Coaches on the appropriate scratch form.

SCRATCHES IN ACTION

Scratch forms may be colour coded to indicate Prelims or Finals/Timed Finals

SCRATCH FORM
FORMULAIRE DE FORFAIT

PRELIMINARIES/PRÉLIMINAIRES

Name
Nom _____

Club
Équipe _____

Scratch from Event
Le forfait de l'épreuve #_____

Stroke
Nage _____ Distance _____

(Print) name of authorized person submitting request
Le nom (en lettres moulées) de la personne autorisée à soumettre le forfait

_____

Signature _____

Date _____

Time/Heure _____

SCRATCH FORM
FORMULAIRE DE FORFAIT

FINALS/FINALES

Name
Nom _____

Club
Équipe _____

Scratch from Event
Le forfait de l'épreuve #_____

Stroke
Nage _____ Distance _____

(Print) name of authorized person submitting request
Le nom (en lettres moulées) de la personne autorisée à soumettre le forfait

_____

Signature _____

Date _____

Time/Heure _____

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SCRATCHES IN ACTION

NAME OF MEET			HEATS/FINALS/TIMED FINAL (pick one)						DATES OF MEET
SCRATCH FORM :					COACH				
NAME	AGE	CLUB	EVENT	HEAT	LANE	CofC	HYTK	REF	NOTES
						☐	☐	☐	
						☐	☐	☐	
						☐	☐	☐	
						☐	☐	☐	
						☐	☐	☐	
						☐	☐	☐	

RULES FOR SCRATCHES

II.C3.7 Scratches, Substitutions, & Deck Entries (applies to local Provincial Meets)

II.C3.7.1 Once entered in an event, a swimmer who is not an alternate, may only withdraw or "scratch" from that event without penalty according to rules set down by the Provincial Section or stated in the Meet Information Package.

II.C3.7.2 Heats & Finals: Scratch Deadlines shall be clearly stated in the Meet Information Package.

Timed Final Events: For individual events or relays that are timed finals, the Scratch Deadlines shall be clearly stated in the Meet Information Package.

II.C3.7.3 Penalties: Penalties for failure by a swimmer to scratch from preliminaries, finals, or timed final events shall be clearly stated in the Meet Information Package.

TIME TRIALS/TIMED FINAL MEETS

- Scratch deadlines should be clearly stated in the Meet Information Package.

- If a scratch is received, update the heat sheets and/or inform the Referee, Starter, Chief Recorder or Recorder and other affected officials.

- When receiving scratches for a later session, file the scratch to be actioned in the "master" heat sheet (psych sheet) and inform the Chief Recorder or Recorder.

- When receiving scratches for the whole competition be certain to treat those in the current session immediately and then update the heat sheets (psych sheets) for the later sessions.

HEATS AND FINALS

SCRATCH DEADLINES will be clearly stated in the Meet Information Packagefor preliminary heats and finals.

- The scratch deadline for evening final events will be announced after the preliminary events have ended (30 minutes).
- The Administration Desk will need to manage any scratches received up until the scratch deadline.
- Results should be posted and all scratches clearly indicated on one master list of results.
- Watch for scratches that may result in swimmers moving up into a final heat or an alternate spot. You may be asked to alert the Coach if this occurs.
- Watch for potential swim-off situations due to scratches.

SCRATCHES AND PENALTIES

- When receiving scratches at a competition with penalties for late scratches, remind Coaches of need to pay penalties by the established deadlines.

- If a swimmer fails to swim in their event, (No Swim - NS) the Administration Desk will be responsible for collecting the payment for the penalty.

- A swimmer may not be able to swim in their finals, next event or relay events until the penalty is paid.

Event 20 Boys 14 & Under 100 LC Meter Freestyle

	Name	Age	Team	Seed Time	Prelim Time	FINA
Preliminaries						
1	De Silva, Thinula	14	Club Warriors	57.35	56.36	q576
2	Sieluzycki, Tristan	14	Etobicoke Swimming	55.62	56.61	q569
3	Li, Jack	14	Oakville Aquatic Club	56.16	56.64	q568
4	Stojanovic, Jacob	13	Cobra Swim Club	57.56	56.71	q566
5	Park, Lucas H	14	Crest Swimming	56.49	56.85	q561
~~6~~	~~Matteis, Quinn~~	~~14~~	~~Chatham Y Pool Sharks~~	~~56.65~~	~~56.92~~	~~q559~~ Initial
7	Shiffman, Alex	14	Toronto Swim Club	57.28	57.02	q556
8	Zhang, Edward	14	Burlington Aquatic Devilrays	57.20	57.21	q551
9	Haba, Hashim	14	Oakville Aquatic Club	57.61	57.26	549
10	McMann, Preston	14	Nepean Kanata Barracudas	57.28	57.31	548
11	Abrams, Gerrit P		Upper Canada Swim Club	56.92	57.47	543
12	Murack, Geoffrey		Newmarket Stingrays	56.96	57.55	541
13	Bryer, William	14	Oakville Aquatic Club	57.95	57.87	532
~~14~~	~~Zander, Maksimas~~	~~14~~	~~Mississauga Aquatic~~	~~57.25~~	~~57.94~~	~~530~~ Initial
15	Marra, Luca	14	Etobicoke Swimming	57.73	57.95	530
16	Bouwman, Leif	14	North York Aquatic Club	57.82	58.01	528
17	Scholtz, Ernst	13	Oakville Aquatic Club	57.51	58.11	526
18	Timmins, Jensen	14	Oakville Aquatic Club	57.86	58.32	520

swimmer is now in final

OFFICIAL SPLITS

RULES DESCRIBING OFFICIAL SPLITS

II.C13.3.3 Official Split Times

C13.3.3.1 A time achieved by a swimmer while swimming any part of an individual event for an interval shorter than the total distance, shall be official under the following conditions and may be used for entry or record purposes:

(i)   The Referee/Meet Management must be advised prior to commencement of the published event.

(ii)   The swimmer must complete the full distance of the published event.

(iii) The official split shall be reported as a separate non-scoring event in the meet results.

(iv)   In the case of a disqualification, legal splits up to the time of the disqualification shall be recorded in the official results.

(v)   An Official Split cannot be requested for the first swimmer in a Mixed Relay event. (see II.10.10).

RULES DESCRIBING OFFICIAL SPLITS

C13.3.3.2 Information on the process for requesting Officials Splits will be outlined in the Meet information Package.

- Official splits are requested on an Official Split form.

- Notify the Referee, Starter, Chief Recorder and other affected officials of the Official Split request.

OFFICIAL SPLIT REQUEST
DEMANDE DE TEMPS DE PASSAGE OFFICIEL

Name
Nom _____

Club
Équipe _____

Event   Heat   Lane
Épreuve # _____ Série # _____ Couloir # _____

Stroke   Distance of split
Nage _____   Distance du temps de passage _____

Preliminary   Final
Préliminaire _____ Finale _____

(Print) name of authorized person submitting request
Le nom (en lettres moulées) de la personne autorisée à soumettre la demande

_____

Signature _____

Date _____ Time/Heure _____

DECK ENTRIES

RULES DESCRIBING DECK ENTRIES

II.C3.7 Scratches, Substitutions, & Deck Entries (applies to local Provincial Meets)

C3.7.5 Deck Entries may be allowed for registered swimmers, shall be clearly stated in the Meet Information Package and shall be classified as Exhibition swims.

DECK ENTRIES IN ACTION

- The competition Meet Information Package should be followed with regards to deck entries.

- If deck entries are permitted in the competition the swimmers will be inserted in empty lanes, generally no additional heats are created to accommodate deck entries.

- There may be additional entry fees to collect.

- Swimmers should be entered as Exhibition swims, however meet management may decide otherwise depending on the level of the competition.

DECK ENTRIES IN ACTION

DECK ENTRY FORM – EXHIBITION SWIM ONLY

COACH:

DECK ENTRY – EXHIBITION SWIM ONLY

NAME	AGE	CLUB	EVENT	HEAT	LANE	CLERK	HYTEK	REF	FEE	PAID
						☐	☐	☐		☐
						☐	☐	☐		☐
						☐	☐	☐		☐
						☐	☐	☐		☐

RELAYS

RULES DESCRIBING RELAYS

II.10.10 There shall be four swimmers on each relay team. Mixed Relays may be swum. Mixed Relays must consist of two (2) Men and two (2) Women. Split times achieved in these events cannot be used for records and/or entry purposes.

C10.10.1 Members of a relay team shall be registered with their PS and members of the same club.

RULES DESCRIBING RELAYS

II.10.14 The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.

C10.14.1 Unattached swimmers shall not participate in relay events.

C10.14.2 A swimmer shall compete as a member of only one relay team per event.

RULES DESCRIBING RELAYS

C10.14.3 The deadline for submitting the members of a relay team and their order of competing shall be clearly stated in the Meet Information Package.

C10.14.4 The offending swimmer(s) of a relay team disqualified in heats shall not be used as a member(s) of a relay team in the final of the same event.

II.C3.7.4 'Name Change' Deadlines: 'Name Change' deadlines for relays should be clearly stated in the Meet Information Package and announced at the Coaches Technical Meeting.

II.C14.3.2.6 In age-group relays, one (1) or two (2) swimmers may be from a younger age group. In such cases, the swimmer(s) may swim in both their own age-group relay as well as in one or more older age-group relays.

RELAYS IN ACTION

- Confirm that you have received updated relay name cards prior to the stated name change deadline.

- Confirm that the relays names submitted met the criteria for relay rules – Gender, age groups, same club etc.

- Provide relay names to the Meet Office so heat sheets with relay names can be printed and distributed prior to the events.

- Referee, Starter, Stroke and Turn Judges, Timers and Chief Timers should all receive the updated relay name sheets.

- Heat sheets with relay names should be posted.

RELAYS IN ACTION

RELAY FORM
Relay team members in order they will swim

FORMULAIRE DE RELAIS
Les membres de l'équipe de relais dans l'ordre qu'ils/elles nageront

HEATS/SÉRIES

Club
Équipe _____

Event	Heat	Lane
Épreuve # _____	*Série #* _____	*Couloir #* _____

Order Ordre	Swimmer's Name Nom du Nageur(se)	Age Âge
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

Signature _____

Time/Heure _____

No Changes after checking in / Aucun changement après le contrôle

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RELAY FORM
Relay team members in order they will swim

FORMULAIRE DE RELAIS
Les membres de l'équipe de relais dans l'ordre qu'ils/elles nageront

FINALS/FINALES

Club
Équipe _____

Event	Heat	Lane
Épreuve # _____	*Série #* _____	*Couloir #* _____

Order Ordre	Swimmer's Name Nom du Nageur(se)	Age Âge
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

Signature _____

Time/Heure _____

No Changes after checking in / Aucun changement après le contrôle

COMBINING HEATS

RULES DESCRIBING THE DUTIES OF THE ADMINISTRATION DESK

II.C2.17 Administration Desk (formerly "Clerk of Course")

The Administration Desk

C2.17.5 In pre-seeded meets, they may be given the authority by the Referee to combine heats and move swimmers from one heat to another.

COMBINING HEATS IN ACTION

- The Administration Desk may be asked by the Referee to combine heats should there be a sufficient numbers of scratches.

- Combining heats can be risky and may not necessarily save the expected time if all affected swimmers and Coaches are not properly informed.

- Confirm that combining heats does not a disadvantage a swimmer by removing heats that would have allowed them a rest between races.

- Generally events of 100m or less are not subjected to combining heats as the delays often outweigh the benefits.

- Inform appropriate officials of all changes to the program: Referee, Starter, Timers, Electronics, Meet Office.

Event 10 Boys 12 Year Olds 400 LC Meter IM

Meet Qualifying: 5:57.00

Lane	Name	Age	Team	Seed Time	
Heat 1 of 3 Finals					
0					
1					
2					
3	~~Connor J Ironside~~	12	~~MSSAC~~	~~5:55.59~~	
4	Lucas Zhang	12	NYAC	5:53.00	To H2L5
5	Eugene Lee	12	TORCH	5:53.90	To H2L3
6	Damien Bailey	12	NYAC	5:55.69	To H2L0
7					
8					
9					
Heat 2 of 3 Finals					
0	~~Bruno Garb~~ *Damien Bailey*	12	~~HAC~~ *NYAC*	~~5:52.76~~	
1	Tyler C Da Ponte	12	DUCKS	5:51.97	
2	Jared Banta	12	Gcac-On!	5:51.70	
3	~~Benji Sykes~~ *Eugene Lee*	12	~~PICK~~ *TORCH*	~~5:49.92~~	
4	Dominic Lee	12	NYAC	5:47.36	
5	*Lucas Zhang*		*NYAC*		
6	Jeffrey Hou	12	ESWIM	5:50.29	
7	Kaedin Duong	12	BAD	5:51.90	
8	Lucas A Moavro	12	WAC	5:52.64	
9	Matthew Powalowski	12	MSSAC	5:52.93	

Heat 3 is not shown here – it is full

3 swimmers have scratched.

This provides an opportunity to combine
Heat 1 with Heat 2

Move swimmers from Heat 1 to Heat 2

You are not re-seeding. Move swimmers to empty lanes paying attention to entry times.

POSITIVE CHECK-IN

POSITIVE CHECK-IN IN ACTION

- A positive check-in is used to assure swimmers are present for an event. The penalty for not confirming one's presence by the deadline is stated in the Meet Information Package and/or technical bulletin.

- A positive check-in is used for distance events and finals.

- A positive check-in confirms that all finalists are present and an alternate is not needed. It is extremely useful when running B finals prior to A finals.

- Generally the session heat sheet, check-in sheet or event entries are posted at the Administration Desk where the swimmer and/or Coach are asked to initial that the swimmer is intending to swim.

POSITIVE CHECK-IN IN ACTION

Ontario Junior International 2017 - 2017-12-15 to 2017-12-17
Check-in Report
Session 5 Sunday Morning - Prelim - Day of Meet: 3 - Starts at 09:30 AM
18 & Under Event List - Women

Event 35 Women 18&U 800 Free Finals - 35 Entries

35	Name	Age	Team
2/1..............	Armstrong, Jillian	16	ESWIM
2/3..............	Bellio, Katrina	13	ESWIM
2/9..............	Bougie, Alexandra	18	UL
2/4..............	Davidson, Rosalie	17	NN
4/1..............	Ferguson, Alexia	15	PCSC
3/3..............	Free, Ava	16	CASC
3/2..............	Froh, Zoe	15	HYACK
1/7..............	Hayabuchi, Mizuki	16	SAGAM
3/0..............	Hébert, Marie-Ève	16	CNQ

RULES DESCRIBING THE DUTIES OF THE ADMINISTRATION DESK

II.C2.17 Administration Desk (formerly "Clerk of Course")

The Administration Desk

C2.17.4 May have the authority, if instructed by the Referee, to scratch swimmers who fail to report to the marshaling area when their heat or event is called for marshaling.

800/1500 IN ACTION

- Is there a positive check-in deadline? If so, once deadline is passed, transmit information concerning entries to meet office so distance heat sheets can be produced and distributed. Distance heat sheets should be posted.

- Be certain that heat sheets clearly identify heat order if alternating.

- If the fastest heat is swimming in finals, confirm that there is a full heat for the finals. If not, the next fastest swimmer from the preliminary session will be moved to the fastest heat for finals. This heat would then be reseeded.

800/1500 IN ACTION

Note the alternating order of women's and men's distance events with the fastest heat of each swimming in finals.

Swim Ontario   HY-TEK's MEET MANAGER 7.0 - 7:34 PM 2018-01-30 Page 1
Ontario Junior International 2017 - 2017-12-15 to 2017-12-17
Meet Program - Sunday Morning - Prelim

Event 35 / 36   Women / Men 18&U 800 Free / 1500 Free

W OJI: 8:22.60   2015-12-06 Olivia Anderson
M OJI: 14:49.84   2016-12-18 Rafael Davila

Lane	Name	Age	Team	Seed Time

Heat 1   (Heat 1 Women 800 Free) Swimming with Finals

Lane	Name	Age	Team	Seed Time
0				
1	Kwan, Victoria N	16	MAC	8:58.03
2	Zavaros, Mabel	17	OAK	8:52.00
3	Lau, Octavia	16	HYACK	8:48.57
4	Kobori, Waka	17	SAGAM	8:35.64
5	Jeffrey, Chantel	16	ISC/HPC-VIC	8:47.68
6	Rhéaume, Marianne	16	CAMO	8:50.22
7	Hayabuchi, Mizuki	16	SAGAM	8:54.64
8	O'Croinin, Emma	14	EKSC	8:58.37
9				

Heat 2   (Heat 1 Men 1500 Free) Swimming with Finals

Lane	Name	Age	Team	Seed Time
0				
1	Pouliot, David	18	CAMO	15:55.45
2	Walker, Connor	17	MAC	15:49.01
3	Konik, Justin	17	ESWIM	15:38.08
4	Pratt, Alex T	17	CASC	15:09.63
5	Goodman, Jakob	17	GBR	15:37.69
6	Coulter, Harrison	17	GBR	15:40.21
7	Young, Brodie	17	HYACK	15:51.94
8	Dimitrov, Martin	16	HYACK	15:57.98
9				

Heat 3   (Heat 2 Women 800 Free)

Lane	Name	Age	Team	Seed Time
0	Ross, Kyla	16	ISC/HPC-VIC	9:06.25
1	Armstrong, Jillian	16	ESWIM	9:03.88
2	Zahab, Mia	15	NKB	9:02.04
3	Bellio, Katrina	13	ESWIM	8:59.85
4	Davidson, Rosalie	17	NN	8:58.68
5	Ramirez, Roxy	17	MSSAC	8:59.24
6	Vachon, Florence	18	CAMO	9:00.45
7	Putrimas, Andrea M	16	TSC	9:03.65
8	Meharg, Amy	14	WAAC	9:05.67
9	Bougie, Alexandra	18	UL	9:06.37

Heat 4   (Heat 2 Men 1500 Free)

Lane	Name	Age	Team	Seed Time
0	Wang, Michael	14	ESWIM	16:11.46
1	McRae, Robert	17	PCSC	16:10.68

Heat 5   (Heat 3 Women 800 Free)

Lane	Name	Age	Team	Seed Time
0	Hébert, Marie-Ève	16	CNQ	9:13.07
1	Pauletto, Hailey	16	PCSC	9:09.79
2	Froh, Zoe	15	HYACK	9:08.55
3	Free, Ava	16	CASC	9:08.26
4	Nielsen, Amelia	17	NKB	9:07.52
5	Moore, Maclaine	18	ESWIM	9:07.71
6	Mouat, Savanna	16	GO	9:08.30
7	Switzer, Brooke	16	MAC	9:09.65
8	Mage, Lauren	16	CAI	9:11.43
9	Little, Megan	14	NYAC	9:14.26

Heat 6   (Heat 3 Men 1500 Free)

Lane	Name	Age	Team	Seed Time
0	Gagne, Collyn	17	OAK	16:22.66
1	Després, Julien-Manuel	17	CAMO	16:21.73
2	Nickerson, Judson	17	WD	16:20.84
3	Bird, Joshua	17	ESWIM	16:18.29
4	Singh, Sehajvir	16	HYACK	16:13.73
5	David, Félix	17	CAMO	16:17.99
6	Brajuka, Matthew	16	ESWIM	16:20.44
7	Rexha, Besjon	17	ESWIM	16:20.90
8	Vanherk, Brendan	18	BLEN	16:22.59
9	Corazza, Luca	17	NYAC	16:22.75

Heat 7   (Heat 4 Women 800 Free)

Lane	Name	Age	Team	Seed Time
0				
1	Ferguson, Alexia	15	PCSC	9:51.44
2	Willar, Lora	15	PCSC	9:34.23
3	Schweers, Kyra	16	PCSC	9:16.27
4	Stokes, Jenna	17	PICK	9:14.74
5	Liu, Linda	16	HYACK	9:16.25
6	Kennedy, MaKenzy	16	NKB	9:18.72
7	Houde-Camirand, Moar	17	GO	9:39.68
8				
9				

Heat 8   (Heat 4 Men 1500 Free)

Lane	Name	Age	Team	Seed Time
0	Plackoski, Aleks	17	HHBF	16:38.70
1	Partridge, Rhys	17	EBSC	16:33.62
2	Suen, Matthew	16	MST~	16:24.75
3	Anderchek, William	16	OAK	16:24.02
4	Pimentel, Xavier	16	NG	16:22.99
5	Beaudin-Bolduc, Natha	18	UL	16:23.39
6	Lau, Micah	17	HYACK	16:24.71

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PROTEST FORMS

PROTEST FORMS

- Protests forms are kept at the Administration Desk.

- If a Coach wishes to protest a disqualification, they will request a protest form from the Administration Desk.

- Give the Coach the form and inform the Referee and Meet Manager that a protest form has been requested.

QUIZ

QUESTION 1

The **Administration Desk** has the authority/responsibility to (choose all that are correct):

a) inform swimmers of their heat and lane

b) check swimmers into the marshalling area

c) receive the official relay team form from the team officials

d) all of the above

QUESTION 2

What is the deadline for finalizing official relay team forms/cards:

a) two events prior to the relay events

b) thirty minutes ahead of the estimated starting time of the relay event

c) name change deadlines for relays should be stated in the Meet Information Package and announced at the Coaches Technical Meeting

QUESTION 3

Once a relay team has submitted their relay names with the **Administration Desk**:

a) last minute changes may be made until the deadline as stated in the Meet Information Package

b) last minute changes may be made if reported to the Lane Timekeeper

c) changes may be made until the Referee blows their first whistle

QUESTION 4

In a pre-seeded meet in which only two swimmers remain in a heat after scratches, the **Administration Desk** shall:

a) do nothing except inform the Referee

b) reseed the entire event

c) reseed the affected heat

QUESTION 5

In AGE GROUP relay events, the maximum number of swimmers from a lower age group that may be "moved up" to swim with a higher age-group team is:

a) none

b) one

c) two

d) three

QUESTION 6

If you are working at the **Administration Desk** you should be on deck:

a) at the start of the races

b) 30 minutes before the start of warm ups

c) at a time indicated by the Meet Management

d) at the start of warm ups

QUESTION 7

If swimmers are deck entered in an event they should be entered as

a) unattached

b) exhibition

c) de-qualified

d) disqualified

CONGRATULATIONS

You have now completed the **Administration Desk** Clinic.

Your next task is to obtain deck experience.

You will be required to be mentored and be comfortable in making decisions before requesting deck evaluations. To be certified in the **Administration Desk** position you must complete two deck evaluations.

For more information on the **Administration Desk** position, please review:

- Administration Desk – Heats and Finals