Responsibilities of the Administrative Officiating Positions
(As it relates to determining the official time)

Official	Do's	Don'ts
Referee	• Inform the Timing Judge which type of timing adjustment is to be used at the meet • Inform the Timing Judge of the range of timing adjustments that they can make without consulting the Referee • Inform the administrative team of any special instructions	• Does *not* forget or ignore the administrative aspects of the meet
Timing Equipment Operator	• Ensures that timing equipment starts on starting signal; if not, performs manual start and notes "manual start" on print out • Notes "late touch" *when observed* • Notes "early pad" *when observed* (i.e. electronic short, stepped on by timer/swimmer) • Notifies Referee of timers that appear to be having "difficulties" • Notifies Referee of buttons/pads that aren't functioning correctly	• Does *not* determine the official time • Does *not* "scratch through" any data on the print out
Timing Judge	• Determines the official time under the direction of the Referee (102.16.3.E) • Discusses with Referee how timing adjustments are to be made (session average, vertical, horizontal, etc.) • Determines when the Referee requires notification and when independent judgment is acceptable • Obtains additional data as required (order of finish, coaches times) • Notes "DQ" as required on print out • Determines timing adjustment to be made when the secondary or tertiary time is being taken as the official time (can delegate operating parameters to the Recorder) • Notes Timers that appear to be having "difficulties", alerts Referee, and may talk to them directly	• Does *not* operate independently of Referee • Does *not* operate contrary to instructions from the Referee
Recorder	• Record the official time as determined by the Timing Judge/Referee • Assist Timing Judge with timing adjustment calculations via software • Can ask the Timing Judge "if that's what your really meant to do" or suggest an alternative—but the Timing Judge/Referee decision is ultimately final	• Does *not* determine the official time, even if the Recorder is also a certified Timing Judge (Unless the Recorder is also functioning as the Timing Judge for the session)