PVS Computer Operator Apprentice Training/ Evaluation Form

Date PVS Computer Operator Clinic completed: _____

Prior to on deck apprentice sessions, must complete PVS Computer Operator Clinic. There is no longer a requirement that apprentice or trained computer operators be members of USA Swimming.

APPRENTICE RECORD: Minimum 5 apprentice sessions at 2 different meets with at least 2 different mentors.

PLEASE ASK MENTOR TO REVIEW THE FOLLOWING PRIOR TO MENTORING SESSION: Please review all skills listed on this Apprentice Record and Evaluation Form with your apprentice. Please indicate the timing system used (semi-automatic, automatic) and which of the following Critical Skills were performed by the apprentice during the session:

DE - Download Events to ETS

LTS - Create Lane Timer Sheets

PCI - Perform skills associated with positive check-in events

TA - use the "calc" function for timing adjustments

MP - Create Meet Program

MSH - appropriately manage when swimmer swims in an event other than the one in which his/her results will be listed

Meet/Session	Location	Date	Timing System	Critical Skills	Mentor

Note that evaluation session must be at a session using automatic timing (touchpads) as the primary timing system.

Evaluation: Evaluator _____ Meet _____

Location_____. Session_____ Date_____

Has Computer Operator candidate completed all requirements listed above and is this candidate recommended to become an ETS operator?   Yes_____.   No_____

Complete the Computer or Timing System Operator Training Documentation form online at https://forms.gle/JJmtvWsnsiecdWhn7 where you will be asked to submit this form.

KEY: D – Not Observed/Discussed NW – Needs Work P – Proficient	Apprentice Session Number							
	1	2	3	4	5	6	7	8
PRE-SESSION								
1. Arrives prior to the session and checks in								
2. Properly attired in correct uniform (white collared shirt over blue pants/shorts/skirt, with white shoes; is neat in appearance with shirt tucked in)								
3. Can start up the Meet Manager software and can open a database								
4. Can set up the default MM printer								
5. Can explain the difference between the Direct Print and the Print Dialog functions in the Report Preview								
6. Can set up the interface to the timing system and download events a. Timing Console Interface Set-Up b. Initialize Comm Port c. Download Events for the current session								
7. Can print Timelines (Session reports)								
8. Can process deck entries (if asked by the Meet Director)								
9. Gets instructions from the Meet Director on procedures for positive check-in, how many copies of results to print, etc.								
10. Discussed with the Administrative Official how they will work together								
POSITIVE CHECK-IN TASKS								
11. Can print positive check-in sheets								
12. Can process positive check-in sheets a. Highlight scratched swimmers on check-in sheets b. Scratch swimmers from event c. Seed the event								
13. Can prepare lane timer sheets for distribution a. Print lane timer sheets b. Cut and organize lane timer sheets								
14. Can print meet programs a. Knows how to use "ignore psych" b. Posts and distributes (if asked by Meet Director)								
PROCESSING RESULTS								
15. Can adjust a swimmer (based on a Re-Seed Slip) a. Move a swimmer in the event b. Add a swimmer to the event c. Add a heat								
16. Can pull times from the timing system (understands the race number). Can use both "Get Times" and "Race No."								

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17. Understands how to get times if the ETS operator makes a mistake with the heat numbers								
18. Understands how to get times for a merged sex heat or for a swimmer in the wrong event								
19. Can enter relay names for relay events Keeps track of teams that have submitted relay cards								
20. Understands the timing judge function and works with the Administrative Official to use the Calc function.								
21. Can manually enter times								
22. Can enter DQs and DQ codes								
23. Can enter No Swims (NS)								
24. Can print results (knows the difference between the List and Score functions and setting of preferences for reports on the Run menu)								
25. Scan the results printout for obvious errors (e.g., a very fast time) a. Confirms all the Re-seed forms were processed b. Confirms all the DQ slips were processed								
26. Can print award labels (if meet is giving awards)								
SPECIAL SITUATIONS								
27. Adding new swimmer to the meet via the Athlete Screen (Must have USA Swimming ID from card)								
28. Can handle the case of a missed start on the ETS								
POST-MEET TASKS								
29. Can backup the Meet Manager database								
30. Can export a Team Manager Results file (for coaches)								
OTHER								
28. Can adequately explain or demonstrate the procedures for those tasks (listed above) that were not observed?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Is apprentice ready to undergo certification evaluation?	NA	NA	NA	Y/N	Y/N	Y/N	Y/N	Y/N