

Potomac Valley Swimming
ETS Operator Apprentice Record and Evaluation Form

Club _____ Email _____

Prerequisite checklist before asking for final evaluation:

1. Attend PVS-approved Electronic Timing System (ETS) Operator Clinic prior to beginning training sessions.
2. Work at least 5 sessions at a minimum of 2 different non-OQM meets with at least 2 different mentors.
3. Be registered via PVS for USA Swimming non-athlete membership and be current with USA Swimming Background Check and Athlete Protection Training
4. **Evaluation (at session #5 or later) must be at a meet with automatic timing (touchpads).**

Notes for mentor:

Please review all skills listed on this Apprentice Record and Evaluation Form with your apprentice. Please indicate which of the following Critical Skills were performed by the apprentice during the training session:

- EQ – demonstrate correct equipment set-up
- SU – reviews, understands, and corrects set-ups
- TS – tests timing system including using the starter
- ADT – adds and/or deletes touches
- INW – identifies non-working pads or buttons

Please indicate the timing system used in the appropriate column

Apprentice Session Record:

Session	Meet, Session, Location	Date	Indicate Critical Skills Performed	Timing Sys Touchpads v Buttons	Certified ETS Mentor
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

NAME _____

Upon completion of apprentice sessions and evaluation, please submit Form to PVS Certification Officer:

Scan and email to the PVS Certification Officer, OfficialsCertification@pvs swim.org

Mail to the PVS Certification Officer: Lynne Gerlach, 11910 Callow Terrace, Laurel, MD 20708-2802 240-286-2319

Computer Operator candidate should retain and return when applying for certification. Evaluators may make copy for his/her records

Key: NO –Not Observed/Discussed; NW – Needs Work; G-Good	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
Pre-Meet Tasks										
1. Can set the CTS unit for best view of the finishes (first session of meet)										
2. Connects the following cables correctly (first session) or checks them in later sessions: Power cable, A Cable, B cable, Scoreboard cable, Hy-Tek Cable, Printer cable										
3. Makes sure printer is set up, and properly configured to the ETS a. Tests the printer and loads the paper tray b. Can set the type size to show all lanes on printouts										
4. Reviews and corrects setups for session (Depending on the meet, especially one with relay events - understands the pad arming delays and how to manage them)										
5. Asks admin official if she/he would like to review the setups (CTS6)										
6. Obtains Hy-Tek download for session (If Hy-Tek download not obtained, then program the events into the CTS for the session)										
7. If possible, the ETS operator tests the timing system while the referee and starter are in their meetings. Otherwise, works with starter for a timing system check before start of session										
8. Changes non-working pads and/or buttons as appropriate during the system check out before informing the referee the system is ready to record times from each lane.										
9. If timing system does not pass initial check out, can perform basic trouble-shooting. Knows how to use the CTS Tester to test pads, buttons & harness										
During the Session										
10. For the first heat of an event ensures the ETS is on the correct event and heat number and the distance is correct										
11. Records race number for each heat on heat sheet										
12. If no start from starting system, performs a manual start and informs deck referee and Hy-Tek operator										
13. Records all open lanes on heat sheet										
14. Turns off open lanes on CTS and scoreboard										
15. Enters record times as appropriate (if scoreboard supports record times)										
16. Pays close attention to touches in all heats. For distance events informs starter of approaching bell lap, if requested										
17. Handles "Store Print," "Reset," and "Next Heat/Event" correctly										
18. For relay events, keeps track of swimmers exiting pool late and makes corrections to lengths actually swum, adding or subtracting touches as necessary										

Key: NO –Not Observed/Discussed; NW – Needs Work; G-Good	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
19. Monitors pad and button times and informs referee if there is any electronic timing system malfunction. Also works with head timer to determine if missed buttons are due to timer error or equipment malfunction										
20. In case of missed touches, performs “+ Touches” or “Finish Arm” and can retrieve the correct time from the raw time data										
21. Ensures each heat is finished (all lanes finished, clock has stopped).										
22. Knows when to “Accept Restart” or “Ignore Restart” if necessary										
23. Informs Hy-Tek operator of any changes to sequence of race numbers or when the race has the incorrect event and/or heat										
After the Session										
24. Works with Hy-Tek Operator to be sure all races have been successfully pulled over and all race results have been printed										
25. Turns off CTS with appropriate procedures										
Other										
26. 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	Y/N	Y/N
Is apprentice ready to undergo certification evaluation?	NA	NA	NA	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

Evaluation Session:

Evaluator: _____ Date: _____

Meet: _____ Session: _____ Location: _____

Has Electronic Timing System Operator candidate completed all requirements as listed above? Yes_____ No_____

Is this candidate recommended to become a certified Electronic Timing System \ Operator? Yes_____ No_____

General comments (use additional page if necessary):

I acknowledge that I have received this evaluation and it has been discussed with me.

Electronic Timing System Operator’s Signature _____ **Date:** _____

Evaluator’s Signature: _____ **Date:** _____

Please consider evaluating your evaluator or mentors. This will take just a few minutes of your time and will help us make our evaluation process better: pvswim.org/EvaluateTheEvaluator