

Potomac Valley Swimming Hy-Tek Operator Evaluation Form

Apprentice _____

Evaluator _____

Meet _____

Location _____

Session _____

Date _____

KEY: **NO** – Not Observed **NW** – Needs Work **G** – Good **VG** – Very Good

Pre-Meet Tasks

	<u>NO</u>	<u>NW</u>	<u>G</u>	<u>VG</u>
1. Can start-up the Meet Manager software and can open a database.	[]	[]	[]	[]
2. Can set-up the default MM printer.	[]	[]	[]	[]
3. Can explain the difference between the Direct Print and the Print Dialog functions in the Report Preview	[]	[]	[]	[]
4. Can set-up the interface to the timing system and download the events. - Timing Console Interface Set-Up - Initialize Comm Port - Download Events for the current session	[]	[]	[]	[]
5. Can print Timelines (Session reports)	[]	[]	[]	[]
6. Can process deck entries (if asked by the Meet Director)	[]	[]	[]	[]
7. Gets instructions from the Meet Director on procedures for positive check-in, how many copies of results to print, etc.	[]	[]	[]	[]
8. Discusses with the Administrative Official how they will work together.	[]	[]	[]	[]

Positive Check-In Tasks

9. Can print positive check-in sheets	[]	[]	[]	[]
10. Can process positive check-in sheets - Highlight scratched swimmers on check-in sheets - Scratch swimmers from event - Seed the event	[]	[]	[]	[]
11. Can prepare lane timer sheets for distribution - Print lane timer sheets - Cut and organize lane timer sheets	[]	[]	[]	[]
12. Can Print meet programs - Knows how to use "ignore psych" - Posts and distributes (if asked by Meet Director)	[]	[]	[]	[]

Processing Results

13. Can adjust a swimmer (based on a Re-Seed Slip) - Move a swimmer in the event - Add a swimmer to the event - Add a heat	[]	[]	[]	[]
14. Can pull times from the timing system (understand the race number) - Can use both "Get Times" and "Race No."	[]	[]	[]	[]
15. Understands how to get times if the ETS operator makes a mistake with the heat numbers	[]	[]	[]	[]

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|--|-----|-----|-----|-----|
| 16. Understands how to get times for a merged sex heat or for a swimmer in the wrong event | [] | [] | [] | [] |
| 17. Can enter relay names for relay events
- Keeps track of teams that have submitted relay cards | [] | [] | [] | [] |
| 18. Understands the timing judge function and works with the Administrative Official to use the Calc function. | [] | [] | [] | [] |
| 19. Can manually enter times. | [] | [] | [] | [] |
| 20. Can enter DQs and DQ Codes | [] | [] | [] | [] |
| 21. Can enter No Swims (NS) | [] | [] | [] | [] |
| 22. Can print results (know the difference between the List and Score functions and setting of preferences for reports on the Run menu) | [] | [] | [] | [] |
| 23. Scan the results printout for obvious errors (i.e. a time very fast time)
- Make sure all the Re-seed forms were processed
- Make sure all the DQ slips were processed | [] | [] | [] | [] |
| 24. Can print award labels (if meet is giving awards) | [] | [] | [] | [] |

Special Situations

- | | | | | |
|--|-----|-----|-----|-----|
| 25. Adding new swimmer to the meet via the Athlete Screen
(must have USA swimming ID from card) | [] | [] | [] | [] |
| 26. Can handle the case of a missed start on the ETS | [] | [] | [] | [] |

Post-Meet Tasks

- | | | | | |
|--|-----|-----|-----|-----|
| 27. Can backup the Meet Manager database | [] | [] | [] | [] |
| 28. Can export a Team Manager Results file (for coaches) | [] | [] | [] | [] |

Other

- | | | | |
|--|--|------------------|-----------------|
| 29. Can adequately explain or demonstrate the procedures for those tasks (listed above) that were not observed | | Yes _____ | No _____ |
| 30. Is this person recommended for Hy-Tek certification?
(A NO answer must include a comment on what skills need improvement) | | Yes _____ | No _____ |

31. Comments (attach an additional page if necessary)

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

Apprentice's signature: _____ Date: _____

Evaluator's signature: _____ Date: _____

This form must be submitted to the PVS Certification Officer