

PVS Administrative Official Evaluation Checklist

Pre-Meet Corodination

- Coordinates with the Meet Director and Meet Referee on responsibilities/procedures for the meet
- Brings a copy of the Meet Announcement and is familiar with the policies/procedures described within
- Understands PVS Policies & Procedures applicable for the meet
- Understands how the MA, P&P and the USA-S rules govern the meet
- Helps the Meet Director with any entry/timeline issues
- Knows how to run Exception Reports for Max. No. of Events and Qualifying Times
- Coordinates with the Meet Director on how deck entries will be handled (if applicable)

Clerk of Course

- Can print Positive Check-In Sheets, if required
- Oversees the Positive Check-In process
- Supervises the Seeding process (inc. production of heat sheets and lane timer sheets)
- Ensures the distribution of meet sheets to coaches, officials, and for posting
- Understands how to manually seed an event
- Supervises the Deck Entry process and can do deck entries
- Can print Relay Slips
- Coordinates the distribution and collection of Relay Slips
- Knows how to enter relay names and insure that all relay names have been entered

Timing System

- Knows what primary timing system is being used (automatic, semi-automatic, manual)
- Ensures that the secondary and tertiary timing systems are in place (if applicable)
- Has a basic understanding of the timing console operations and related equipment
- Works with the Timing System Operator to ensure that the system is set-up and tested
- Works with the Timing System Operator to make sure the printer is set-up and working

Computer Operations

- Verifies the computer and associated printer(s) are set-up prior to the session
- Discusses with the Meet Director the no. of copies of meet sheets to print
- Ensures the computer operator can perform all the functions required for that session:
deck entries, scratch & seeding, relay names, processing results

Determining the Official Time (Timing Judge)

- Understands and can explain the use of backup times and order-of-finish
- Can recognize when timing adjustments or time verifications are required
- Can explain all the parts of the timing system printout
- Discusses with the Meet Referee how timing adjustments will be done
- Explains and can demonstrate how to determine the time for a lane malfunction
- Explains and can demonstrate how to determine the time for a heat malfunction
- Explains and can demonstrate how to determine the time with only a watch time
- Explains and can demonstrate how to use order-of-finish to validate a timing decision

Results

- Verifies the meet setup (scoring, awards, etc.)
- Can process DQ slips, no-show slips, reseed slips
- Ensures that results are correct before publishing/posting

Prelims/Finals Meet

- Recognizes when a swim-off is required & can set up the swim-off
- Oversees the scratch procedures for finals
- Can process the scratches and seed finals
- Can procdue finals heat sheets, including alternates