

**Potomac Valley Swimming
Hy-Tek Apprentice Record and Evaluation Form**

Name: _____ Club _____ Email _____

Mailing address _____

Prerequisite checklist before asking for final evaluation:

1. Attend PVS-approved Hy-Tek (Computer 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 (session # 5 or later) must be at a meet with automatic timing (touchpads).**
5. **THE PVS CERTIFICATION OFFICER MUST CONFIRM THAT YOU HAVE MET ALL REQUIREMENTS PRIOR TO YOU REQUESTING EVALUATION. THIS REQUEST IS DONE USING THE FOLLOWING LINK & MAY TAKE UP TO 7 DAYS:
<https://forms.gle/VxFqRmi3fQgvyvP47> (PLEASE BRING APPROVAL EMAIL TO EVALUATION)**

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:

DE – Download Events to ETS

PCI – Performed skills associated with positive check-in events

MP – Created Meet Program

LTS – Created Lane Timer Sheets

TA – used the “calc” function for timing adjustments

MSH – appropriately managed mixed sex (or age group) heat - had a swimmer swim in a different event and had to create a new heat in original event and pull times (e.g. male swam in a female event but results are listed with the male event)

Apprentice Session Record:

Session	Meet, Session, Location	Date	Please indicate Critical Skills Performed	Certified Hy-Tek Mentor
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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
<u>Pre-Meet Tasks</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 events <ul style="list-style-type: none"> a. Timing Console Interface Set-Up b. Initialize Comm Port c. 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. Discussed with the Administrative Official how they will work together										
<u>Positive Check-in Tasks</u>										
9. Can print positive check-in sheets										
10. Can process positive check-in sheets <ul style="list-style-type: none"> a. Highlight scratched swimmers on check-in sheets b. Scratch swimmers from event c. Seed the event 										
11. Can prepare lane timer sheets for distribution <ul style="list-style-type: none"> a. Print lane timer sheets b. Cut and organize lane timer sheets 										
12. Can print meet programs <ul style="list-style-type: none"> a. Knows how to use “ignore psych” b. Posts and distributes (if asked by Meet Director) 										
<u>Processing Results</u>										
13. Can adjust a swimmer (based on a Re-Seed Slip) <ul style="list-style-type: none"> a. Move a swimmer in the event b. Add a swimmer to the event c. Add a heat 										
14. Can pull times from the timing system (understands the race number) Can use both “Get Times” and “Race No.”										
15. Understand how to get times if the ETS operator makes a mistake with the heat numbers										
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. Understand the timing judge function and works with the Administrative Official to use the Calc function.										

Key: NO –Not Observed/Discussed; NW – Needs Work; G-Good	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
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 very fast time) a. Make sure all the Re-seed forms were processed b. 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?	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 Computer Operator candidate completed all requirements as listed above? Yes _____ No _____

Is this candidate recommended to become a certified Computer 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.

Computer 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: pvswwm.org/EvaluateTheEvaluator