

VSI RECORDER V2 EVALUATION WORKSHEET

NAME OF QUALIFYING MEET: _____

DATE: _____

EVALUATED OFFICIAL: _____

CLUB: _____

CURRENT CERTIFICATIONS:

LEVEL	CTS	DTS	TJ	REC
C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POSITIONS EVALUATED:

	CTS	DTS	TJ	REC
Advancement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Re-certification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS ON PERFORMANCE:

RECOMMENDATIONS:

Advancement:

- Ready to advance to V2
- Needs additional experience before being considered for advancement

Re-certification:

- Re-certify at current level
- Improvement and re-evaluation needed before re-certification in this position

Additional Recommendations:

Name of Evaluator: _____

Signature: _____ Date: _____

Forward to District Co-Chair for final approval.

Recorder

V2 Evaluation Criteria

Pre-Requisites:

- Certified in position at the V1 level for a minimum of one year

Session Requirements for Evaluation:

- Work a minimum of 4 sessions to include at least one each of the following:
 - Preliminary session
 - Finals session
 - Time trial session (must be done in conjunction with a preliminary session, does not count as an additional session)

Interaction with the Officiating Team:

- Pre-meet coordination with the Administrative Referee
- Understands scope of authority
- Coordination and interaction with the Recorder
- Handles special situations or concerns
- Acts in a diplomatic manner
- Ability to keep a calm demeanor during stressful situations

Knowledge of Procedures and Rules:

- Meet Invitation
- Governing policies and procedures (LSC, Region, Zone and National)
- Rulebook
- Consistent and uniform application of rules and procedures

Knowledge of Hy-Tek Meet Manager Software:

- Coordinates with the TEO to download session events into the timing system
- Thorough knowledge of reports and operations as typically required for a timed finals meet
- Can set-up a meet program with both seeded and unseeded events; following positive check-in can seed the unseeded events and produce a meet program in which the events are now seeded
- Can add club, athlete, event
- Can generate positive check-in sheets for individual and relay events
- Can perform exception reports (daily entry limit, meet entry limit, time standards)
- Can scratch athletes/teams and seed timed final events
- Can scratch athletes and seed preliminary events in a prelims/finals event
- Can scratch athletes and seed finals events in a prelims/finals event
- Can perform a re-seed of a finals event following a late scratch
- Can perform timing adjustments given the parameters defined by the Timing Judge or Administrative Referee
- Knows how to import race results from the same race number into two or more events
- Can set-up and record a swim-off
- Can set-up and record time trials
- Knows how to set-up a distance event with alternating women and men and publish with heat start times

Record Keeping:

- Results from Preliminary and Final Heats (timing system printouts, lane timer slips, DQ slips) are handled as requested
- Relay names are checked and entered

Meet Operations:

- Provides results, reports, and labels in a timely fashion
- Appropriately prioritizes data entry, and the generation of reports, labels, lane timer slips, etc.
- Appropriately deals with Meet Referee and Admin Referee questions and concerns
- Appropriately deals with Recorder questions and concerns
- Appropriately deals with coaches questions and concerns