VSI TIMING SYSTEM OPERATOR
V2 EVALUATION WORKSHEET

NAME OF QUALIFYING MEET: _____   **DATE:** _____

EVALUATED OFFICIAL: _____   **CLUB:** _____

CURRENT CERTIFICATIONS:

LEVEL	CTS	DTS	TJ	REC
C	☐	☐	☐	☐
V1	☐	☐	☐	☐

POSITIONS EVALUATED:

	CTS	DTS	TJ	REC
Advancement:	☐	☐	☐	☐
Re-certification:	☐	☐	☐	☐

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.

08 May 2007

Timing System Operator
V2 Evaluation Criteria

Pre-Requisites:
- ❒ Certified in position at the V1 level for a minimum of one year
- ❒ Fully trained and qualified on the timing equipment

Session Requirements for Evaluation:
- ❒ Work a minimum of 4 sessions to include at least one each of the following:
  - ❒ Preliminary session
  - ❒ Finals session
  - ❒ Distance session
  - ❒ Time trials session

Interaction with the Officiating Team:
- ❒ Coordinates with the Administrative Referee prior to the start of the session
- ❒ Understands scope of authority
- ❒ Coordinates and interacts with the Timing Judge
- ❒ Handles special situations or concerns
- ❒ Acts in a diplomatic manner
- ❒ Keeps a calm demeanor during stressful situations

Knowledge of Equipment:
- ❒ Can perform a full equipment set-up including Relay Judging Pads (RJPs for CTS only)
- ❒ Can set-up printer (CTS only)
- ❒ Capable of trouble shooting equipment problems as they occur
- ❒ Capable of repairing or replacing any timing system component deemed faulty
- ❒ Displays appropriate judgment as to when to repair/replace equipment
- ❒ Capable of teaching/explaining all aspects of timing equipment operations

Record keeping:
- ❒ Heat sheet
  - ❒ Records race number for each heat
  - ❒ Records no-shows and adds in each heat
  - ❒ Records consolidated or added heats
  - ❒ Records manual starts
- ❒ Timing equipment print-out
  - ❒ Confirms that event #, heat #, race description correspond to race #
  - ❒ Records any anomalies that are personally observed
  - ❒ Indicates "manual start" as needed

Meet Operations:
- ❒ Coordinates with Starter to verify that all equipment is working prior to the scheduled start of the session
- ❒ Coordinates with the Recorder to verify that the session has been downloaded prior to the scheduled start of the session
- ❒ Informs the Deck Referee/Admin Referee/Timing Judge of any developing problems (equipment, lane timers)
- ❒ Can work at a pace that does not delay the starts
- ❒ Attentive during relays and adds/removes touches as required
- ❒ Attentive during distance events and adds touches as required
- ❒ Can retrieve stored race results
- ❒ Can manually program the timing equipment console for time trials
- ❒ Can run races of different lengths in the same heat during time trials