

**Virginia Swimming, Inc.
Timing Equipment Operator (CTS/DAK)
Apprenticeship Record**

Name _____

Address _____

Email Address _____

USA Swimming Team Affiliation _____

Clinic Attendance Date _____

Issued by _____

(District Officials Chair Signature)

	Meet	Date	Trainer	Referee
Session 1	_____	_____	_____	_____
Session 2	_____	_____	_____	_____
Session 3	_____	_____	_____	_____
Session 4	_____	_____	_____	_____
Session 5	_____	_____	_____	_____
Session 6	_____	_____	_____	_____
Session 7	_____	_____	_____	_____

Notation: \$\$ Distance Session

By the 4th walk all of the below must be completed

	Date Completed
Timer Test	_____
APT	_____
Background Check	_____
Registration Apprentice &/or	_____
Registration Non-athlete	_____
Concussion Training	_____

During the final training session, the apprentice should perform all of the duties of the position for which they are training under supervision of a certified official.

I certify that I have evaluated this apprentice and have found them well qualified to serve as a Timing Equipment Operator.

_____ Date _____

(Validating Referee Signature)

Please scan a copy of this card and email it to your District Officials Chair after you have completed your training.

Comments

Session 1

Session 2

Session 3

Session 4

Session 5

Session 6 –Administrative Official

Session 7

SKILL	Clinic	1	2	3	4	5	6-AO	7
Clinic – Overview of a USA Swim Official								
FINA, USA Swimming, VSI/LSC's, Meet invites								
Registration & credentials- Applicable websites, OTS, BC, APT								
Process of becoming a certified USA swim official & retaining certification								
Basic review of all officials on deck and their responsibilities (“dry deck” & “wet deck”)								
Uniform for officials								

Deck Training								
Demonstrates the ability to perform duties of CTS/DAK Operator								
Pre-session:								
Able to set up all timing equipment, cables, buttons and start system								
Understands how to use pad/button/cable test device								
Able to set up console – lane mapping, start & pad delay, etc.								
Can manually enter list of events in console.								
Arrives early and checks connections and performs test start								
Familiar with system and can determine equipment is available in good working order								
Can electronically receive events from meet manager								
Can recall and print information from a previous meet or session								
Can explain commands/signals given by console								
Can generate printouts to show required information								

Responsibilities during session:								
Always checks to make sure the console clock is running after auto start								
Can explain when to use manual start								
Ensures that the # of swimmers match the active lanes								
Ensures all lanes register a finish								
Checks the console clock is stopped before pressing STORE/PRINT								
Stores and prints race information								
Resets console, next heat/event for next race quickly for overhead starts								
Makes notation of observed missed/late pad touches, buttons and race # on heat sheet								
Observes and reports patterns of late/missed pads or buttons								
Communicates with Referee/Admin Ref/Starter as necessary								
Does not hold up meet unnecessarily								
Can retrieve/print data from prior race during current race								
Can +/- touch to a pad during race								
Can track distance events and verify laps swum for each athlete in heat								
Establishes effective communications with Administrative Official about race information								
Maintains composure under pressure								

Understands the responsibilities of an Administrative Official								
Able to establish comms with timing console and download events								
Reviews meet manager data from console, ensuring all pads were touched and buttons pressed								
Can pull in race by race number								
Familiar with skills required to input/publish results								
Prints result events as requested by Meet Director								
Produces result data (disk with back-up file)								
Knows how to adjust a time using the computer adjustment								
Familiar with the process used to determine the official time in a variety of situations:								
a. Complete malfunction in primary timing system								
b. Lane malfunction								
c. Heat malfunction								

For AO training should be familiar with shaded tasks, must meet standards for non-shaded tasks

Key: OK= Meet Standards FAM-Familiar with standards NW=Needs work D=Discussed