Virginia Swimming, Inc.
Computer Timing Equipment Operator
Apprenticeship Record

Name _____

Address:_____

_____

Phone number _____

E-mail 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	_____	_____	_____	_____

++ Session worked with 25 yd Events $$ Session worked with Distance Event

Session worked with Recorder

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                        Date Completed
Timer Test:            _____
APT:                   _____
Background Check:      _____
Registration Apprentice: _____   Non-Athlete_____
Concussion Training:   _____
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During the final training session, the apprentice shall perform all the duties of the position of which they are training, under supervision of a certified official

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

_____   ____
(Validating Referee Signature)   Date

Please make a copy for your records, then turn this card into your Regional Officials Chair as soon as you have completed your training.

COMMENTS

Session 1

Session 2:

Session 3:

Session 4:

Recorder:

Additional Session if requested/needed

Final Session:

	Clinic	Deck Walks				REC	Final
		1	2	3	4		
Orientation clinic – Overview of USA Swim Official							
FINA, USA Swimming, VSI/LSC's Meet Invites							
Registration & credentials – Applicable websites, OTS, BC, APT, Concussion, Test							
Process of becoming a USA swim official & retaining certification							
Basic review of all officials on deck and responsibilities ('dry deck" & 'wet deck')							
Uniform for officials							
Importance of the pre-session briefing							
Deck Training							
Demonstrates the Ability to Perform the Duties of the CTS/DAK Operator							
Pre-session							
Able to set up all timing equipment, including cables, buttons, and starting system							
Able to do Setups in the CTS – lane mapping, start & pad delay, etc							
Demonstrates the ability to manually input list of events into console							
Demonstrates the ability to electronically transfer list of events to console							
Demonstrates the ability to recall and print information from a previous meet or session.							
Able to explain commands/signals given by console							
Demonstrates familiarity with the equipment and can determine that all necessary equipment is available and in good working order							
Arrives early and checks connections; including test start							
Can generate printouts to show required information							
Responsibilities During the Session							
Always checks to be sure CTS clock is running after the automatic start							
Demonstrates/explains use of Manual Start							
Ensures that the swimmer and the active lanes match							
Ensures that swimmers' touches register during the race							
Ensures that all lanes register a finish							
Checks that the CTS clock is stopped before pressing Store/Print							
Resets the console for the next race quickly for overhead starts							
Stores and or prints race information							
Makes notations of observed missed/late pad touches, buttons, race #							
Observes and reports patterns of late/missed buttons							
Communicates with referee/starter when necessary							
Does not hold up flow of meet unnecessarily							
Can retrieve/print data from prior race during current races							
Maintains composure under pressure							
Understands the Responsibilities of the Recorder							
Familiar with the skills required to input and publish results conveyed to him/her by the Timing judge							
Prints result events as requested by the Meet Director							
Produces result data (disk with back-up file)							
Knows how to adjust the swimmer's time using the computer adjustment, when directed to do so by Referee or designated official (AO)							
Able to establish the communication & download events from MM							
Reviews the printout from the CTS/DAK Operator and ensures that all pads were touched and all buttons were pushed							
Familiar with the process used to determine the official time in a variety of situations: a. Complete malfunction in the primary timing system							
b. Lane malfunction							
c. Heat malfunction.							

For REC, should be familiar with shaded items, but must meet the standards that are not shaded
Key: OK=Meets Standards FAM=Familiar with Standards NW=Needs Work