

Virginia Swimming, Inc. Recorder Apprenticeship Record

Name _____

Address _____

Phone number (home) _____

(work) _____

E-mail Address _____

USA Swimming Team Affiliation _____

Clinic Attendance Date _____

Issued by _____

(Regional Officials Chair Signature)

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

** Session with Timing Judge ++Session with CTS Operator
 \$\$ Session with 25 yard events

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

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

_____ Date _____

(Validating Referee Signature)

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

Timing Judge Session

CTS Session

Final Session

SKILL	1	2	3	4	CTS	TJ	Final
Demonstrates the Ability to Perform the Responsibilities of the Recorder							
Demonstrates the ability to input and publish results conveyed to him/her by the Timing Judge							
Ensures that information in the computer matches what was swum in the pool							
Prints result events as requested by the Meet Director, Meet Referee, or Admin Referee							
Sets up unscheduled events: swim -offs and time trials							
Produces result data (disk with back-up file)							
Is able to print reports as requested by the Meet Director, Meet Referee, or Admin Referee, i.e. Time Line, Heat Sheets, Lane Time Sheets							
Knows how to adjust the swimmer's time using the computer adjustment, when directed to do so by the Timing Judge.							
Prints award labels							
Able to establish a connection between the computer and the CTS							
Familiar with setting up a meet in Meet Manager							
Familiar with process for seeding a meet							
Understands the Responsibilities of the Timing Judge							
Reviews the printout from the CTS Operator and ensures that all pads were touched and all buttons were pushed.							
Demonstrates the ability to determine the official time in a variety of situations:							
a. Complete malfunction in the primary timing system							
b. Lane malfunction							
c. Heat malfunction							
Understands the Responsibilities of the CTS Operator							
Pre-session:							
Able to set up all timing equipment, including cables, buttons, and starting system							
Demonstrates the ability to electronically transfer the list of events to the console							
Is able to explain commands/signals given by console							
Familiar with the equipment and can determine that all necessary equipment is available and in good working order							
Arrives early and checks connections, tests the system prior to start of the meet							
Can set up printouts to show required information							
Responsibilities During the Session							
Always checks to be sure CTS clock is running after the automatic start							
Familiar with use of Manual Start							
Ensures that the swimmer and the active lanes match							
Ensures that all lanes register a finish							
Stores and prints race information							
Communicates with referee/starter when necessary							
Does not hold up flow of meet unnecessarily							
Handles printer capably							
Can retrieve/print data from prior race during current race							

For TJ and CTS, 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