

PVS ETS Operator Apprentice Training/ Evaluation Form

Date PVS Electronic Timing System (ETS) Operator Clinic completed: _____

Prior to on deck apprentice sessions, must complete PVS ETS Operator Clinic. There is no longer a requirement that apprentice or trained timing system operators be members of USA Swimming.

APPRENTICE RECORD: Minimum 5 apprentice sessions at 2 different meets with at least 2 different mentors.

PLEASE ASK MENTOR TO REVIEW THE FOLLOWING PRIOR TO MENTORING SESSION: Please review all skills listed on this Apprentice Record and Evaluation Form with your apprentice. Please indicate the timing system used (semi-automatic, automatic) and which of the following Critical Skills were performed by the apprentice during the session:

- EQ – demonstrate correct equipment set-up ADT – adds and/or deletes touches
- SU – reviews, understands, and corrects set-ups INW – identifies non-working pads or button
- TS – tests timing system, including the starter

Meet/Session	Location	Date	Timing System	Critical Skills	Mentor

Note that evaluation session must be at a session using automatic timing (touchpads) as the primary timing system.

Evaluation: Evaluator _____ Meet _____

Location _____ Session _____ Date _____

Has ETS Operator candidate completed all requirements listed above and is this candidate recommended to become an ETS operator? Yes _____. No _____

Complete the Computer or Timing System Operator Training Documentation form online at <https://forms.gle/JJmtvWsnsiecdWhn7> where you will be asked to submit this form.

KEY: D – Not Observed/Discussed NW – Needs Work P – Proficient	Apprentice Session Number							
	1	2	3	4	5	6	7	8
PRE-SESSION								
1. Arrives prior to the session and checks in								
2. Properly attired in correct uniform (white collared shirt over blue pants/shorts/skirt, with white shoes; is neat in appearance with shirt tucked in)								
3. Can set the ETS unit for best view of the finishes (first session of meet)								
4. Connects the following cables correctly (first session) or checks them in later sessions: Power cable, Prime and Backup Harnesses, Scoreboard cable, Hy-Tek cable, Printer cable								
5. Makes sure printer is set up, and properly configured to the ETS: Tests the printer and loads the paper tray & can set the type size to show all lanes on printouts								
6. Reviews and corrects setups for session (Depending on the meet, especially one with relay events - understands the pad arming delays and how to manage them)								
7. Asks admin official if she/he would like to review the setups								
8. Obtains Hy-Tek download for session (If Hy-Tek download not obtained, then program the events into the ETS for the session) 9								
9. If possible, the ETS operator tests the timing system while the referee and starter are in their meetings. Otherwise, works with starter for a timing system check before start of session								
10. Changes non-working pads and/or buttons as appropriate during the system check out before informing the referee the system is ready to record times from each lane.								
11. If timing system does not pass initial check out, can perform basic trouble-shooting. Knows how to use the CTS Tester to test pads, buttons & harness								
DURING SESSION								
12. For the first heat of an event ensures the ETS is on the correct event and heat number and the distance is correct								
13. Records race number for each heat on heat sheet								
14. If no start from starting system, performs a manual start and informs deck referee and Hy-Tek operator								
15. Records all open lanes on heat sheet								
16. Turns off open lanes on CTS and scoreboard								

17. Enters record times as appropriate (if scoreboard supports record times)								
18. Pays close attention to touches in all heats. For distance events informs starter of approaching bell lap, if requested								
19. Handles "Store Print," "Reset," and "Next Heat/Event" correctly								
20. For relay events, keeps track of swimmers exiting pool late and makes corrections to lengths actually swum, adding or subtracting touches as necessary								
21. Monitors pad and button times and informs referee if there is any electronic timing system malfunction. Also works with head timer to determine if missed buttons are due to timer error or equipment malfunction								
22. In case of missed touches, performs "+ Touches" or "Finish Arm" and can retrieve the correct time from the raw time data								
23. Ensures each heat is finished (all lanes finished, clock has stopped)								
24. Knows when to "Accept Restart" or "Ignore Restart" if necessary								
25. Informs Hy-Tek operator of any changes to sequence of race numbers or when the race has the incorrect event and/or heat								
POST-SESSION								
26. Works with Hy-Tek Operator to be sure all races have been successfully pulled over and all race results have been printed								
27. Shuts down CTS with appropriate procedures								
OTHER								
28. Can adequately explain or demonstrate the procedures for those tasks (listed above) that were not observed?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Is apprentice ready to undergo certification evaluation?	NA	NA	NA	Y/N	Y/N	Y/N	Y/N	Y/N