

## Potomac Valley Swimming Hy-Tek Operator Evaluation Form

Trainee \_\_\_\_\_

Evaluator \_\_\_\_\_

Meet \_\_\_\_\_

Location \_\_\_\_\_

Session \_\_\_\_\_

Date \_\_\_\_\_

**KEY:**   **NO** – Not Observed    **NW** – Needs Work    **G** – Good    **VG** – Very Good

### Pre-Meet Tasks

	<u>NO</u>	<u>NW</u>	<u>G</u>	<u>VG</u>
1. Can start-up the Meet Manager software and can open a database.	[ ]	[ ]	[ ]	[ ]
2. Can set-up the default MM printer.	[ ]	[ ]	[ ]	[ ]
3. Can set-up the interface to the timing system and download the events. - Timing Console Interface Set-Up - Initialize Comm Port - Download Events for the current session	[ ]	[ ]	[ ]	[ ]
4. Can print Timelines (Session reports)	[ ]	[ ]	[ ]	[ ]
5. Can process deck entries (if asked by the Meet Director)	[ ]	[ ]	[ ]	[ ]
6. Gets instructions from the Meet Director on procedures for positive check-in, how many copies of results to print, etc.	[ ]	[ ]	[ ]	[ ]
7. Finds out who is the Timing Judge are how they will work together.	[ ]	[ ]	[ ]	[ ]

### Positive Check-In Tasks

8. Can print positive check-in sheets	[ ]	[ ]	[ ]	[ ]
9. Can process positive check-in sheets - Highlight scratched swimmers on check-in sheets - Scratch swimmers from event - Seed the event	[ ]	[ ]	[ ]	[ ]
10. Can prepare lane timer sheets for distribution - Print lane timer sheets - Cut and organize lane timer sheets	[ ]	[ ]	[ ]	[ ]
11. Can Print meet programs - Knows how to use "ignore psych" - Posts and distributes (if asked by Meet Director)	[ ]	[ ]	[ ]	[ ]
12. Can print updated timelines for the Referee	[ ]	[ ]	[ ]	[ ]

### Processing Results

13. Can adjust a swimmer (based on a Re-Seed Slip) - Move a swimmer in the event - Add a swimmer to the event - Add a heat	[ ]	[ ]	[ ]	[ ]
14. Can pull times from the timing system (understand the race number)	[ ]	[ ]	[ ]	[ ]
15. Understands how to get times if the ETS operator makes a mistake with the heat numbers	[ ]	[ ]	[ ]	[ ]

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- |  |     |     |     |     |
|--|-----|-----|-----|-----|
| 16. Understands how to get times for a merged sex heat or for a swimmer in the wrong event   | [ ] | [ ] | [ ] | [ ] |
| 17. Can enter relay names for relay events<br>- Keeps track of teams that have submitted relay cards   | [ ] | [ ] | [ ] | [ ] |
| 18. Understands the timing judge function and can work with the Timing Judge to use the Calc function.   | [ ] | [ ] | [ ] | [ ] |
| 19. Can manually enter times.  | [ ] | [ ] | [ ] | [ ] |
| 20. Can enter DQs and DQ Codes   | [ ] | [ ] | [ ] | [ ] |
| 21. Can enter No Swims (NS)  | [ ] | [ ] | [ ] | [ ] |
| 22. Can print results (know the difference between the List and Score functions and setting of preferences for reports on the Run menu)  | [ ] | [ ] | [ ] | [ ] |
| 23. Scan the results printout for obvious errors (i.e. a time very fast time)<br>- Make sure all the Re-seed forms were processed<br>- Make sure all the DQ slips were processed | [ ] | [ ] | [ ] | [ ] |
| 24. Can print award labels (if meet is giving awards)  | [ ] | [ ] | [ ] | [ ] |

### Special Situations

- |  |     |     |     |     |
|--|-----|-----|-----|-----|
| 25. Adding new swimmer to the meet via the Athlete Screen<br>(must have USA swimming ID from card) | [ ] | [ ] | [ ] | [ ] |
| 26. Can handle the case of a missed start on the ETS   | [ ] | [ ] | [ ] | [ ] |

### Post-Meet Tasks

- |  |     |     |     |     |
|--|-----|-----|-----|-----|
| 27. Can backup the Meet Manager database                 | [ ] | [ ] | [ ] | [ ] |
| 28. Can export a Team Manager Results file (for coaches) | [ ] | [ ] | [ ] | [ ] |

### Other

- |  |  |           |          |  |
|--|--|-----------|----------|--|
| 29. Can adequately explain or demonstrate the procedures for those tasks (listed above) that were not observed                   |  | Yes _____ | No _____ |  |
| 30. Is this person recommended for Hy-Tek certification?<br>(A NO answer must include a comment on what skills need improvement) |  | Yes _____ | No _____ |  |

31. Comments (attach an additional page if necessary)

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**I acknowledge that I have received this evaluation and it has been discussed with me.**

Trainee's signature: _____	Date: _____
Evaluator's signature: _____	Date: _____

**This form must be submitted to the PVS Certification Officer**