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| Name: Date: Committee: Coastal    Address: Desert  City: State: Zip Code: Eastern Home Phone: Work Phone: Metro  Cell Phone: E-mail: Orange    Pacific Unat | | |
| Current Certification: **N1** Expires: **N2** Expires: **N3**  Timing System Operator  Clerk of Course Administrative Official – Timed Finals Administrative Official – Heats & Finals | | Expires: |
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| I am applying for: Certification Evaluation  Timing System Operator Clerk of Course  Administrative Official – Timed Finals Administrative Referee – Heats & Finals Administrative Referee – Timed Finals | | |
| Qualifications for the Position: | | |
| **Automatic Timing System Operator** | **Administrative Official TF** | |
| USA-S required tests passed under 80%  Apprentice with a qualified operator for 6 Number of apprentice sessions (2 meets), one meet must be using sessions:  touch pads.  **Clerk of Course** | USA-S required tests passed under 80%  Date certified as Must have worked as a Certified Clerk of Course for Clerk of Course:  a minimum of 6 months to include 6 sessions.  Number of apprentice Apprentice with two different Admin Referees for a sessions: minimum of 12 sessions (at least 3 separate meets).  **Administrative Referee H/F** | |
| USA-S required tests passed under 80%  Apprentice with an Admin Referee for a Number of apprentice minimum of 6 sessions sessions:  (at least 2 separate meets). | USA-S required tests passed under 80%  Must have worked as a certified Administrative Date certified as Admin Official T/F for a minimum of two years or by Official: recommendation of a Senior Admin Referee and  Senior Referee  Apprentice with a certified Administrative Referee Number of apprentice (Heats and Finals) for a minimum of 3 Heats and sessions:  Finals meets.  Senior Referee approval of Must have a high degree of knowledge of the duties knowledge:  of the Deck Referee. | |

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| **SCS Timing System Operator / Clerk of Course / Administrative Officials Evaluation**  Applicant has met or exceeded expectations for certification Applicant has NOT met expectations for position, further  training is recommended | | | |
| Please rate each area by number: Needs Further | Training  1 2 3 | 4 | 5  Outstanding |
| **General (Everyone)**  Appearance Attitude Composure  Works well with others Reliable  Knowledge of Rules, USA-S and SCS Interaction with Athletes, Coaches  Knowledge of Announcer duties | **Timing System Operator** Equipment Set-up – CTS Equipment Set-up – DAK Console Set-up – CTS Console Set-up – DAK Console Operation Overall Performance | **Administrative Official – TF** Meet Management Software Verification of Registration Determining validity of times Adjusting times  Understanding of Disqualifications Awards  Instruction of Personnel  Overall Performance | |
|  | **Clerk of Course** Meet Pace Awareness Check-In Procedures Handling Trouble  Seeding (Manual & Computer) Overall Performance | **Administrative Referee – HF**  Heats and Finals Rules Times Reconcilation Finals Scratch  Finals Seeding  Deck Referee Knowledge | |
| Comments or Recommendations: (Type below) |  |  | |
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| Evaluator’s Name: SCS Section Rep: |  | Date: Date: | |

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# Minimum Standards for certification can be found on the SCS web site <http://www.socalswim.org/>

Evaluators: Fill out the form and attach to an email to the SCS official’s chair, geo committee official’s chair and the official that is being evaluated.