

**Potomac Valley LMSC
Computer Operator Evaluation Form**

Name: _____ Club: _____

Email: _____

Mailing Address: _____

Prerequisites before final evaluation

1. At least 17 years of age
2. Complete the Computer Operator online training
3. Attend a PVLMSC Computer Operator Clinic.

OR

4. Complete 1 apprentice session under the oversight of a USAS Administrative Official, or a USAS Computer Operator who has been certified for at least 1 year.

Notes for Clinic Administrator / Evaluator

Please ensure the following skills are addressed during the clinic/ apprentice session.

1. Download events to the timer
2. Create meet program and lane timer sheets
3. Use the calc function for timing adjustments
4. Can navigate to the correct database and check the sets ups
5. Can process deck entries
6. Can pull times from the timing system (understands race numbers)
7. Enter relay names for relay events
8. Manually enter times
9. Enter DQs and DQ codes
10. Print results (list and score)

Apprentice Session/ Clinic Review:

Evaluator/ Clinic Instructor : _____ Date: _____

Meet: _____ Location: _____

Has Computer Operator candidate completed all requirements as listed above? Yes _____

No _____

Is this candidate recommended to become a certified Computer Operator?

Yes _____ No _____

General comments (use additional page if necessary):

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

Computer Operator's Signature _____ Date: _____

Evaluator's/ Clinic Instructor's Signature: _____ Date: _____

Complete, sign and email/ mail the evaluation form to PVOfficials@usms.org or 16124 Jerald Rd, Laurel MD 20707