

ASSESSMENT TOOL - UNIT 12 MEET MANAGER OPERATOR

Element / Performance Criteria Meet Manager Operator	Displayed Competency		Comments Must be completed if Competency has been marked NO
	YES	NO	
1. Preparation			
1.1 Successfully set up the meet			
1.2 Procedures for seeding were successfully completed.			
1.3 Time Line Report produced successfully.			
1.4 Successfully printed lane/timer /race sheets for marshalling.			
2. Performance of Task			
2.1 Placed relay swimmers into teams in Meet Manager as forms are received.			
2.2 Scratched future heat withdrawals as received.			
2.3 Uploaded each heat result upon completion to Meet Mobile.			
2.4 Showed reaction times successfully.			
2.5 Reseeded/amalgamated events successfully.			
2.6 Produced accurate results.			
2.7 Each event was uploaded to Meet Mobile correctly and in a timely manner.			
2.8 Records were updated correctly.			
3. Tasks where Finals are involved			
3.1 The process for a Swim Off was conducted appropriately.			
3.2 Placed fastest heats into finals session.			
3.3 Set up events in finals session.			
3.4 Processes for withdrawals were successfully demonstrated.			
3.5 Prior to the start of the Finals session all relay programs were correct and distributed to all relevant personnel.			
4. Conclusion of Meet			
4.1 Meet reports generated and distributed.			
4.2 Successfully produced Age Champion reports.			
4.2 Meet database backed-up.			
5. General Competencies			
5.1 Exhibited effective communication skills.			
5.2 Operated ethically and within the spirit of the meet.			
5.3 Operated in a professional manner.			
5.4 Was courteous to all swimmers, coaches, parents and other officials at all times.			
5.5 Possesses State-specific accreditation in relation to child protection legislation.			

Name of Candidate: _____

National Technical Official Accreditation Number: _____

State-Specific Working With Children Card No _____

State-Specific Working With Children Card Expiry Date: _____

Date of Assessment: _____

Name of Assessor: _____

Assessment Decision:

Competent

Not Yet Competent

Assessor Signature: _____

Candidate Signature: _____

Future Training / Assessment Recommendations: