

Potomac Valley Swimming

Referee Training and Evaluation Form

Name _____ Club _____ Email _____

Prerequisite checklist before certification:

1. USA Swimming member in good standing (current registration, APT and BC)
2. Previous certifications: Stroke and Turn Judge, Starter, Administrative Official
3. Attend PVS-approved Referee Clinic (date of clinic: _____).
4. Work at least 4 training sessions (with at least 2 different mentors) at a minimum of 2 meets and be recommended for evaluation by Certified Referee/Mentor at session #3 or later.
5. Pass USA Swimming online Certifying Referee Test
6. Optional: Complete the [PVS Officials Evaluation Readiness](#) form and receive confirmation from the PVS Certification Officer that you have met all requirements. (If this is completed and approved, if you successfully complete the evaluation, you immediately may serve as a certified Starter. Otherwise, you need to wait until your certification request is processed by the certification officer.)

Session	Meet, Session, Location	Date	Certified Referee Mentor
1			
2			
3			
4			
5			
6			
7			
8			

Referee/Mentor: Complete checklist below for each skill Key D – Not Observed/Discussed NW – Needs work P – Proficient	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
Pre-Session										
1. Arrive prior to the beginning of warm-ups, has reviewed meet announcement, and is prepared to perform assigned duties. Checks with Meet Referee concerning meet updates/problems. Notes any swimmers with disabilities. Ensures that CJ has set time and location for Stroke Briefing.										
2. Opens pool for warm-ups on time. Checks pool/deck safety and measurements and ensures that Marshals are in place. Reviews lane assignments and announces pace and start lanes.										

3. Introduces themselves to the AO and finds out if there are any admin issues. Meets with Starter to discuss false start procedures and timeline. Works with Starter to assure that a Chief Timer has been appointed and that sufficient timers have been recruited.										
4. Works with CJ to ensure the following is completed: complete Stroke and Turn briefing; discussion of disqualification procedures and proper language for DQ slips, jurisdictions, rotations, and relief procedures. Identifies any swimmers with disabilities and discusses appropriate officiating procedures. Works with CJ to answer questions appropriately and accurately.										
5. Closes warm-ups on time. Allows Timing System Operator and Starter enough time to conduct a timing system check.										
During Session										
1. Starts meet on time. If not, were delays acceptable? Handles delays and problem(s) in an appropriate manner. Is aware of the time line.										
2. Assumes proper position on the deck for the forward and backstroke starts, after the Starter is settled in position.										
3. Seeds deck entries into meet in appropriate heat/lane. Fills out reseed form (or ensures that CJ does so). If appropriate, gives swimmers who missed their heat (with an acceptable excuse) a chance to swim in another heat if a lane is available.										
4. Demonstrates appropriate radio etiquette and procedures.										
5. Ensures that Timing System Operator is notified of open lane(s) after start of each heat.										
6. Is aware of officials who signal a DQ and ensures that CJ responds quickly. Verifies DQ language, event, heat and lane, and ensures that DQ slip is completed properly. Resolves all DQ issues in a timely manner. Records DQ on program. Works with the AO or MR to ensure that swimmer/coach is notified appropriately.										
7. Responds appropriately to questions or comments from coaches.										
8. Works with Marshals to keep deck clear of unauthorized people during meet. Keeps distracting noise/lights under control.										
9. Handles False Starts (FS) properly: -Recognizes when a FS has occurred. Charges the appropriate lane(s) with the violation by writing lane #s on program. -Promptly records observation of each start. Coordinates requests for confirmation with Starter. -Initiates recall if unfair start or in support of Starter's signal -Ensures that DQ slip is completed properly and that the swimmer is notified of the false start.										
10. Understands the use of "declared false start" and penalty for "no show" in a positive check-in meet.										

Post-Session										
1. Thanks table personnel, timers, and deck officials for their help. Answers any questions and resolves any issues not otherwise covered.										
2. Accomplishes meet close-out. Reviews session with Starter. Informs Meet Referee and Meet Director of any problems.										
3. Makes sure all coaches' concerns are addressed before leaving the deck.										
4. Has necessary information to complete online Session Report.										
Other Items										
1. Takes suggestions and modifies performance as requested.										
2. Adjusts well and appropriately to unusual or unexpected circumstances.										
3. Understands the Referee's duties as outlined in USA-S rulebook and PVS training material.										
4. Acts diplomatically, professionally, and respectfully when interacting with swimmers, coaches, officials, volunteers, spectators, pool personnel, etc.										
5. Effectively mentors other officials and volunteers.										
6. Communication – clear, concise, calm.										
7. Good knowledge of the rules										
8. Effectively delegates responsibility and builds a team atmosphere										
Is apprentice ready to undergo certification evaluation?	NA	NA	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

Final Evaluation Session: Evaluator: _____ Date: _____

Has Referee candidate completed all requirements as listed above? Yes _____ No _____

Is this person recommended to become a certified Referee? Yes _____ No _____

(If no, provide specific suggestions about needed improvement(s) (i.e. a specific action plan), in general comment section below and email the action plan to both the evaluatee and the PVS Officials Chair).

General comments (if not recommended, specific action plan): _____

Please consider evaluating your evaluator or mentors. This will take just a few minutes of your time and will help us make our evaluation process better: <https://forms.gle/ZuEZMVTmvvkYnivE6>

Scan the form and complete the PVS Certification Request Form (found on the PVS officials certification webpage).

Links for both the Evaluate the Evaluator and the Certification Request Form on the PVS Certification webpage.