

Potomac Valley Swimming Starter Apprentice Record and Evaluation Form

Name _____ Club _____ Email _____

Prerequisite checklist certification:

1. Be certified as a Stroke & Turn Judge for at least 3 months (date of S&T certification: _____) and have worked at least 4 sessions at 2 meets as a Stroke and Turn Judge
2. USA Swimming member in good standing (current registration, APT, BGC, and concussion training)
3. Attend PVS-approved Starter Clinic (date of clinic: _____)
4. Work at least 4 Starter apprentice sessions at a minimum of 2 and be recommended for evaluation by Certified Starter/Mentor at session #3 or later.
5. Pass USA Swimming online Certifying Starter test. Certifying Starter test: Date _____ Score _____
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.)

Notes for mentor:

1. Please attend timer briefing and provide feedback to apprentice.
2. Please provide intermittent feedback to apprentice regarding starting procedures (including TYM cadence and timing of starts), typically in between events rather than after each start.
3. Apprentice should choose one event at each training session to demonstrate/practice hearing-impaired starts.
4. Ensure that apprentice is using "stand" command appropriately and not over-using it.

Apprentice Session Record:

Session	Meet, Session, Location	Date	Certified Starter/Referee Mentor
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Key: NO –Not Observed/Discussed; NW – Needs Work; G-Good	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
<u>Pre-Meet Coordination</u>										
1. Arrives prior to the beginning of warm-up, provides assistance as needed, is prepared to perform assigned duties.										
2. Has a clear and complete understanding of the Starter’s duties as outlined in USA-S rulebook and PVS training material.										
3. Is familiar with the set-up and operation of the starting system and scoreboard-ready indicator (if applicable).										
4. Verifies that the starting equipment is operating properly prior to the beginning of competition.										
5. Confers with deck referee regarding both (1) procedure for dual confirmation of false starts and (2) starting procedures/accommodations for swimmers with a disability.										
6. Understands the Chief Timer’s duties. Works with Referee to ensure that a Chief Timer has been appointed and Timers are being recruited.										
7. Gives complete and detailed Timer briefing.										
<u>During the Meet</u>										
1. Interacts appropriately during meet and maintains an appropriate pace for the session, including:										
a. Announces event and heat in appropriate manner following Referee’s chirps.										
b. Responds appropriately by taking control of swimmers when Referee extends hand.										
2. Notifies table officials of open lanes (if required).										
3. Keeps own record of No Shows on his/her meet sheet.										
4. Coordinates well with Deck Referee in handling late entries, combining of heats, upcoming empty lanes, last (or late) swimmer in pool, etc.										
5. Assumes proper position on the deck for forward and backstroke starts. Informs swimmers, by lane number, of improper starting positions, if necessary.										
6. Is familiar with and properly uses the Starter commands associated with each type of start:										
a. Speaks in a conversational tone.										
b. Normally limits command to “Take your Mark”										
c. Takes additional steps to have swimmers “Step Up/In Please” only when necessary										
d. Uses “Stand, Please” or “Stand Down” commands appropriately										
e. Corrects swimmers properly as needed re: feet positions, proper starting position, response to commands, etc.										
f. Uses voice properly to gain proper and desired reaction from the swimmers										
7. Handles False Starts properly:										
a. Does not initiate recall signal for False Start										
b. Initiates recall if unfair start or in support of Referee’s signal.										
c. Recognizes when a False Start has occurred. Charges the appropriate lane(s) with the violation by circling lane #(s) on program.										
d. Promptly records observation of each start. Coordinates requests for confirmation with Referee.										
e. Fills out DQ slips properly (if required).										

Key: NO –Not Observed/Discussed; NW – Needs Work; G-Good	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
8. Knows which events qualify as bell lap events and takes proper associated Starter actions.										
9. Records order of finish.										
10. Demonstrates starting procedures for hearing-impaired swimmers and other disabled swimmers.										
Other Items										
1. Is willing to take suggestions and modify performance as requested.										
2. Adjusts well and appropriately to unusual or unexpected circumstances.										
3. Accomplishes meet close-out (power down of starting equipment, recharging equipment, reviews session with referee, etc.)										
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

Evaluation Session:

Evaluator: _____ Date: _____

Meet: _____ Session: _____ Location: _____

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

Is this candidate recommended to become a certified Starter? 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 (use additional page if necessary):

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

Starter's Signature: _____ **Date:** _____

Evaluator's Signature: _____ **Date:** _____

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/Kamqs3ERLWRYah3x5>

Scan the form and complete the PVS Certification Request Form.

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