

# Potomac Valley Swimming

## Deck Referee Training and Evaluation Form

Name: \_\_\_\_\_

### Prerequisite checklist before asking for final evaluation:

1. Attend PVS-approved Referee Clinic prior to beginning training sessions (date of clinic: \_\_\_\_\_).
2. Work at least 6 training sessions (with at least 2 different certified referees) at minimum 3 PVS sanctioned non-OQM meets and be recommended for evaluation by Certified Referee/Mentor at session #5 or later. 2 training sessions may be done at USA-S meets outside PVS if the mentor meets the following. **Mentors MUST be a PVS referee with at least 1 year experience and have worked a minimum of 6 sessions as a deck referee.**
3. Prior to beginning training, be certified as a Chief Judge and Starter for at least 1 year, have worked as a Starter and CJ for a minimum of 12 sessions each after certification, and have worked a minimum 25 sessions during the previous year.
4. Either be certified as Hy-Tek Operator, Electronic Timing System Operator (ETS), and Administrative Official (AO) OR work at least 2 training sessions in each position. **Note: if Hy-Tek certified, only ETS observation sessions are required.**
5. Be registered via PVS for USA Swimming non-athlete membership and be current with USA Swimming Background Check and Athlete Protection Training
6. Complete USA Swimming online tests (Certifying Referee, Administrative Referee, Clerk of Course, and Timing Judge tests) with a combined score of at least 90%.

Certifying Referee Test:                      Date \_\_\_\_\_      Score \_\_\_\_\_  
Certifying Administrative Referee:      Date \_\_\_\_\_      Score \_\_\_\_\_  
Certifying Clerk of Course:                  Date \_\_\_\_\_      Score \_\_\_\_\_  
Certifying Timing Judge:                      Date \_\_\_\_\_      Score \_\_\_\_\_

### Table Training Sessions (if not certified in following positions):

Hy-Tek: Date \_\_\_\_\_ Trainer sig \_\_\_\_\_      Date \_\_\_\_\_ Trainer sig \_\_\_\_\_  
ETS:      Date \_\_\_\_\_ Trainer sig \_\_\_\_\_      Date \_\_\_\_\_ Trainer sig \_\_\_\_\_  
AO:      Date \_\_\_\_\_ Trainer sig \_\_\_\_\_      Date \_\_\_\_\_ Trainer sig \_\_\_\_\_

**Final Evaluation Session:** Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Overall performance rating:      Good \_\_\_\_\_ Very Good \_\_\_\_\_

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

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

General comments (use additional page if necessary): \_\_\_\_\_

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(Referee candidate should retain and return when applying for certification. Evaluators may make copy for their records)

**Referee/Mentor: Complete checklist below for each skill**

Key D – Not Observed/Discussed NW – Needs work G – Good

	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
<b><u>Pre-Meet</u></b>										
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.										
<b><u>During Meet</u></b>										
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.										
7. 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.											
8. Responds appropriately to questions or comments from coaches.											
9. Works with Marshals to keep deck clear of unauthorized people during meet. Keeps distracting noise/lights under control.											
10. 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.											
11. Understands the use of "declared false start" and penalty for "no show" in a positive check-in meet.											
<b>Post-Meet</b>											
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.											
<b>Other Items</b>											
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	NA	NA	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

Session #1	Meet:	Date:	Referee Mentor:
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Session #2	Meet:	Date:	Referee Mentor:
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Session #3	Meet:	Date:	Referee Mentor:
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Session #4	Meet:	Date:	Referee Mentor:
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Session #5	Meet:	Date:	Referee Mentor:
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Session #6	Meet:	Date:	Referee Mentor:
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Session #7	Meet:	Date:	Referee Mentor:
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Session #8	Meet:	Date:	Referee Mentor:
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Session #9	Meet:	Date:	Referee Mentor:
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For more sessions, use additional paper.

**Mail or email form to PVS Certification Officer:**

Lynne Gerlach, 11910 Callow Terrace, Laurel, MD 20708-2802 240-286-2319

[OfficialsCertification@pvs swim.org](mailto:OfficialsCertification@pvs swim.org)

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: [pvs swim.org/EvaluateTheEvaluator](http://pvs swim.org/EvaluateTheEvaluator)