

**Potomac Valley Swimming
Referee Training and Evaluation Form**

Name: _____

Prerequisite checklist before asking for final evaluation:

1. Attend PVS-approved Referee Clinic prior to beginning training sessions.
2. Work at least 6 training sessions (with at least 2 different certified referees) at minimum 3 PVS sanctioned non-OQM meets (no more than 3 sessions at intra-team, dual or tri meets) and be recommended for evaluation by Certified Referee/Mentor at session #5 or later.
3. 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
4. Be registered via PVS for USA Swimming non-athlete membership and be current with USA Swimming Background Check and Athlete Protection Training
5. Complete USA Swimming online tests (Certifying Referee, Administrative Referee, Clerk of Course, and Timing Judge tests) with a combined score of at least 90%

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): _____

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

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.											
Post-Meet											
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	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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Session #10	Meet:	Date:	Referee Mentor:
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