

## Potomac Valley Swimming Starter Apprentice Record and Evaluation Form

Club \_\_\_\_\_ Email \_\_\_\_\_

**Prerequisite checklist before asking for final evaluation:**

1. Attend PVS-approved Starter Clinic prior to beginning training sessions (date of clinic: \_\_\_\_\_)
2. Prior to beginning training, be certified as a Stroke & Turn Judge for at least 1 year (date of S&T certification: \_\_\_\_\_) and have worked at least 15 sessions as a Stroke and Turn Judge in USA-S sanctioned meets (number of S&T sessions worked: \_\_\_\_\_).
3. Work at least 6 Starter apprentice sessions at a minimum of 3 PVS sanctioned non-OQM meets and be recommended for evaluation by Certified Starter/Mentor at session #5 or later. Note: 2 sessions may be done outside PVS if meet is USA-S sanctioned & if mentor is PVS-certified starter. You must do at least 125 starts over all training sessions. You are encouraged to do at least one sessions which includes distance (>=500 yds)
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 Certifying Starter and Re-certifying Stroke and Turn Judge tests with combined score of at least 90%.  
 Certifying Starter test:                      Date \_\_\_\_\_      Score \_\_\_\_\_  
 Recertifying Stroke and Turn Judge: Date \_\_\_\_\_      Score \_\_\_\_\_

**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	No. of Starts (minimum # 125)	Certified Starter/Referee Mentor
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

NAME \_\_\_\_\_

**Upon completion of apprentice sessions and evaluation, please submit Form to PVS Certification Officer:**

Scan and email to the PVS Certification Officer, [OfficialsCertification@pvs swim.org](mailto:OfficialsCertification@pvs swim.org)

Mail to the PVS Certification Officer: Lynne Gerlach, 11910 Callow Terrace, Laurel, MD 20708-2802 240-286-2319

Starter candidate should retain and return when applying for certification. Evaluators may make copy for his/her records

Key: NO –Not Observed/Discussed; NW – Needs Work; G-Good	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
<b>Pre-Meet Coordination</b>										
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.										
<b>During the Meet</b>										
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.										

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	1	2	3	4	5	6	7	8	9	10
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).										
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.										
<b>Other Items</b>										
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	NA	NA	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 \_\_\_\_\_

General comments (use additional page if necessary):

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**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: [pvsxim.org/EvaluateTheEvaluator](http://pvsxim.org/EvaluateTheEvaluator)