

# Potomac Valley Swimming

## Deck Referee Training and Evaluation Form

Name: \_\_\_\_\_ Club: \_\_\_\_\_ Email: \_\_\_\_\_

**Prerequisite checklist BEFORE beginning training:**

1. Prior to beginning training, be certified as a Chief Judge and Starter for at least 1 year, officiated as a Starter and CJ for a minimum of 12 sessions each after certification, and officiated a minimum 25 sessions during the previous year.
2. Be registered via PVS for USA Swimming non-athlete membership and be current with all USA Swimming membership requirements for Officials
3. Attend PVS conducted New Referee Clinic AND a PVS conducted Referee Clinic prior to beginning apprentice sessions (date of New Referee clinic: \_\_\_\_\_; date of Referee clinic: \_\_\_\_\_).

**Prerequisite checklist BEFORE requesting final evaluation:**

1. Complete a minimum of 6 Deck Referee apprentice sessions (with at least 2 different certified referees) at a minimum of 3 PVS sanctioned non-OQM meets and be recommended for evaluation by Certified Referee/Mentor at session #5 or later. 2 apprentice sessions may be done outside PVS if the meet is USA-S sanctioned and if mentor is a PVS-certified Deck Referee. **Mentors MUST be a PVS referee with at least 1 year experience and have worked a minimum of 6 sessions as a deck referee.**
2. Either be certified as Hy-Tek Operator, Electronic Timing System Operator (ETS), and Administrative Official (AO) OR complete at least 2 observation sessions in each position. **NOTE: if Hy-Tek certified, only ETS observation sessions are required.**

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

	Date	Mentor (print name)	Date	Mentor (print name)
HyTek				
ETS				
AO				

3. Complete USA Swimming online tests: Certifying Referee, Administrative Referee, Clerk of Course, Timing Judge, and Stroke and Turn Judge with a combined score of at least 90%.

Test	Date	Score
Certifying Referee		
Certifying Administrative Referee		
Certifying Clerk of Course		

Test	Date	Score
Certifying Timing Judge		
Recertifying Stroke and Turn		

4. **Complete the [PVS Officials Evaluation Readiness form](#) and receive confirmation from the PVS Certification Officer that you have met all requirements. NOTE: Confirmation may take up to 7 days; please bring approval email to evaluation.**

**APPRENTICE RECORD:**

Name of Meet/Session	Location	Date	Referee Mentor (print)

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**NOTE: evaluation session must be at a session using radios**

KEY: D – Not Observed/Discussed P – Proficient	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
<b>PRE-SESSION</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>DURING SESSION</b>										
1. Starts meet on time. If not, were delays acceptable? Handles delays and problem(s) in an appropriate manner. Is aware of the timeline.										
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: <ul style="list-style-type: none"> <li>○ Promptly records observation of each start. Coordinates requests for confirmation with Starter.</li> <li>○ Recognizes when a FS has occurred. Charges the appropriate lane(s) with the violation by indicating lane #s on program.</li> <li>○ Initiates recall if unfair start or in support of Starter’s signal</li> <li>○ Ensures that DQ slip is completed properly</li> </ul>										

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KEY: D – Not Observed/Discussed P – Proficient NW – Needs Work	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
10. Understands the use of “declared false start” and penalty for “no show” in a positive check-in meet.										
<b>POST-SESSION</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</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										
<b>Is apprentice ready to undergo certification evaluation?</b>	NA	NA	NA	NA	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

**EVALUATION SESSION: NOTE: evaluation session must be at a session using radios**

Evaluator: \_\_\_\_\_ Meet: \_\_\_\_\_

Location: \_\_\_\_\_ Session: \_\_\_\_\_ Date: \_\_\_\_\_

**Has Deck Referee candidate completed all requirements as listed above?**  Yes  No  
 (If no, provide specific suggestions about needed improvement(s) in general comment section below)

**Is this candidate recommended to become a certified Deck Referee?**  Yes  No

**General comments (use additional page if necessary):**

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

Deck Referee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

scan and email completed form to PVS Certification Officer, Kelly Rowell, [OfficialsCertification@pvs swim.org](mailto:OfficialsCertification@pvs swim.org)