



# Potomac Valley Swimming

## Starter Apprentice Record and Evaluation Form

KEY: D – Not Observed/Discussed NW – Needs Work P – Proficient	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
<b>PRE-SESSION</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 SESSION</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 position, 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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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.)										
<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:**

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

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

**Has Starter 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 Starter?**  Yes  No

**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: \_\_\_\_\_