



_____ (Name, print)

Apprentice Checklist - Referee

Thank you for taking the time to become a certified Referee. This document is intended to give mentors and mentees a few guidelines to ensure that mentees get exposure to as many situations as possible to feel confident in their roles once certified.

In order to obtain certification, **6 mentoring sessions are required**, each session needs to be at least 2 hours long. If sessions are shorter than 2 hours, two shorter sessions can be added up and count for one session. At a minimum, mentoring sessions must be completed with 2 different mentors and at a minimum of 3 different meets as much as possible.

Referee apprentices should obtain mentoring and practical training with refereeing right from the first apprentice session. Referee apprentices should start with older age groups and work their way to younger age groups and gain experience with all age groups.

Important:

- **Mentors** can be officials who worked **at least** 6 sessions as certified Referee.
- Please remember that you can complete a maximum of one on deck session PRIOR to completing the online tests.
- Required tests are: Stroke and Turn, Timing judge, Clerk of Course, Starter, Administrative Referee and Referee. If it has been less than 24 months that one of these tests has been taken, it does not need to be re-taken.
- Once you completed this form, please submit a copy of all sides to:
officialschair@wisconsinswimming.org

After the final session:

Mentor: _____ Meet: _____
_____ Location: _____ Session: _____

Date: _____ During your observation, has the referee apprentice executed the functions associated with the position of a starter sufficiently to be recommended to become a certified 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. Referee's Signature:

Referee mentee: _____

Date: _____ Please scan and email completed form to the Officials Chair at officialschair@wisconsinswimming.org and the apprentice coordinator at Chadd Chatteron, chaddrc11@gmail.com.

Apprentice Record:

Name of Meet/Location	Duration of session	Date	Certified Referee mentor (Name printed and signature)
1.			
2.			
3.			
4.			
5.			
6.			
7. (optional)			
8. (optional)			

This section of the form serves as tracking form for mentees.

Observed	Sess. 1	Sess. 2	Sess. 3	Sess. 4	Sess. 5	Sess. 6	Sess. 7 <small>(optional)</small>	Sess. 8 <small>(optional)</small>
Pre-session								
1. Arrives on time, has reviewed meet announcement, and is prepared to perform assigned duties. Checks with Meet Referee								

concerning meet updates/problems. Notes any swimmers with disabilities.									
2. Introduces themselves to the AO and finds out if there are any admin issues. Meets with Starter to discuss false start procedures and timeline.									
3. Assists with or organizes officials meeting (assignment, protocol, stroke briefing).									
4. Ensures timely Close of warm-ups. Allows Timing System Operator and Starter enough time to conduct a timing system check.									
During session									
1. Starts meet on time. Handles delays and problem(s) in an appropriate manner									
2. Assumes proper position on the deck for the forward and backstroke starts, after the Starter is settled in position.									
3. Whistle protocol									
4. Deck position (eyes on the pool)									
5. If appropriate, gives swimmers who missed their heat (with an acceptable excuse) a chance to swim in another heat if a lane is available. Ensures Admin. is aware of changes.									
6. Swimmer and block awareness									
7. Demonstrates appropriate radio etiquette and procedures (if radios are used, otherwise protocol was discussed with mentor).									
8. Handling, tracking and processing of DQ slips.									
Is aware of officials who signal a DQ and ensures that CJ responds quickly. (if applicable)									
Verifies DQ language, event, heat and lane, and ensures that DQ slip is completed properly.									
Resolves all DQ issues in a timely manner.									
Records DQs									
Works with the CJ, AO or MR to ensure that swimmer/coach is notified appropriately									
9. Timeline management									
10. Works with Marshals to keep deck clear of unauthorized people during meet. Keeps distracting noise/lights under control.									

11. False start procedure									
Recognizes false starts									
Observes FS protocol									
Understands recall protocol. Requests recall if appropriate.									
12. Understands the use of “declared false start” and penalty for “no show” and their importance.									
Other									
1. Willing to take suggestions and modifies performance									
2. Adjusts to changing circumstances									
3. Team player									
4. Acts diplomatically, professionally, and respectfully when interacting with swimmers, coaches, officials, volunteers, spectators, pool personnel, etc.									
5. Good knowledge of the USA Swimming Rules									
6. Understands role as leader and mentor									
7. Before leaving meet:									
Thanks table personnel, timers, and deck officials for their help. Answers any questions and resolves any issues not otherwise covered.									
Makes sure all coaches’ concerns are addressed before leaving the deck.									
Age Groups									
10 and under									
11 and over									

Any comments and/or suggestions on your apprenticeship to the Officials Committee:

Thank you for supporting Wisconsin Swimming!!