

OBSERVATION OF APPRENTICE MEET REFEREE

NAME OF MEET: _____ DATE: _____

PERSON OBSERVED: _____ VENUE: _____

NAME OF OBSERVER: _____ SESSIONS: _____

INSTRUCTIONS

For the referee candidate: Please arrange with the meet referee in advance to be evaluated. For your final evaluation you will also need to arrange to have it performed by an Officials Committee member or other authorized evaluator. Provide your evaluator with this form and collect it after the meet. Ask your evaluator any questions you may have. Accept any constructive criticism in the spirit it is intended. This is a learning process. There is no failing grade. You will need to receive a "1" recommendation on your final evaluation. Over the course of your apprenticeship you must be evaluated by (at least) two different evaluators and at (at least) two different venues. Once you have received all of your evaluations forward copies of the forms to Ed Miller.

For the evaluator: Please fill out this form and share your observations with the candidate. Provide a written comment for any "3" level marks. Any criterion for which NA is not an option must be part of the evaluation.

Interpretation of ratings: 1 At the level of a certified meet referee 2 At the level of a successful candidate (on track for certification)
3 In need of additional work NA Situation not faced by the candidate

EVALUATION CRITERIA

1 2 3 NA **Pre-Meet**

- Review/prepare meet info
- Discuss any issues with Meet Director/disabled swimmers, etc.
- Organize apprentices that have asked to work meet

Comments (required for any "3" rating):

1 2 3 NA **Meet**

- Set time and place of officials meeting
- Designate person to perform officials briefing
- Designate person to perform timers briefing
- Assign officials on pool deck
- Ensure pool opens on time for warm-up
- Coordinate with control room on number of heat sheets needed for officials
- Meet person operating the timing system and laptop
- Discuss with deck refs any unusual items/ensure all sessions run the same
- Responded to coaches' questions/comments appropriately during the meet
- Thanked all officials
- Reviewed results as produced
- Ensured that results are announced/posted timely
- Ensure that meet runs as outlined in meet info
- Check for any precedents set in previous sessions
- Helped mentor officials/filled in when necessary
- If prelims and finals, ensure scratches from finals are handled correctly
- Review deck protocol and jurisdiction

Comments (required for any "3" rating):

1 2 3 NA **Miscellaneous**

Helped mentor officials

Adjusted well to unexpected circumstances and accepted suggestions well

Adapted to two pool format

Comments (required for any "3" rating):

RECOMMENDATION

1. Ready to be considered for certification

2. Successful performance, on track for certification

3. Needs additional work before being considered for certification

Comments (required for any "3" rating):

SIGNATURE OF OBSERVER: _____

E-MAIL: _____