



Northern Kentucky Clippers Referee Apprentice Evaluation Form



Prerequisite check--list before asking for final evaluation:

1. Attend OSI---approved Stroke and Turn Judge clinic prior to beginning training sessions.
2. Work at least 6 training sessions at minimum 2 OSI sanctioned non---OQM meets (note: freestyle only sessions do not count toward minimum requirement)
3. Register via OSI for USA Swimming non---athlete membership
4. Complete USA Swimming Background Check
5. Complete USA Swimming Athlete Protection Training
6. Complete USA Swimming online test (Referee test) with score of at least 85%

Apprentice Referee _____ Evaluator _____
 Meet _____ Location _____
 Session _____ Date _____

Key: N/O – Not Observed N/I – Needs Improvement C – Competent

	N/O	N/I	C
Pre---Meet			
1. Arrives prior to the beginning of warm---ups and is prepared to perform assigned duties. Checks with Meet Referee concerning meet updates/problems. Notes any swimmers with disabilities. Sets time and location for Stroke Briefing.			
2. Properly attired in correct uniform (standard white over blue pants with white shoes, is neat in appearance with shirt tucked in).			
3. Opens pool for warm---ups on time. Checks pool/deck safety and measurements. Reviews lane assignments and announces pace and start lanes.			
4. Verifies that all table positions are staffed. 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..			
5. Gives complete Stroke Briefing. Discusses previous disqualifications, if any. Discusses disqualification procedures and proper language for DQ slips, jurisdictions, rotations and relief procedures. Identifies any swimmers with disabilities and discusses appropriate officiating procedures. Answers questions appropriately and accurately.			
6. Closes positive check ins on time. Checks with Admin Desk for reseeding of appropriate events. Closes warm---ups on time. Allows Timing System Operator and Starter enough time to conduct a time check.			
7. Read and understand the information in the Meet Announcement prior to the meet or session beginning.			
During Meet			
1. Start meet on time. If not, were delays acceptable? Handle delays and problem(s) in an appropriate manner. Is aware of the timeline.			
2. Assumes proper position on the deck for 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 for Admin Table. 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			



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	N/O	N/I	C
5. Ensures that Timing System operator is notified of open lane(s) after the start of each heat. Resolves any timing system issues or malfunctions according to USA---S rules.			
6. Keeps attention focused on the meet. Is aware of and maintains a good pace for the timeline of the meet. Uses proper whistle procedure. Gives control of the heat to the Starter by visibly extending hand to Starter..			
7. Is aware of officials who signal a DQ and responds quickly. Verifies DQ language, event, heat and lane. Resolves all DQ issues in a timely manner. Records DQ on heat sheet. Notifies swimmer/coach if appropriate.			
8. Responds appropriately to questions or comments from coaches.			
9. Keeps deck clear of unauthorized people during meet. Keeps distracting noise/lights under control.			
10. Handles False Starts properly			
---Recognizes when a False Start has occurred. Charges the appropriate lane(s) with the violation by circling appropriate lane number on program.			
---Promptly records observation of each start. Coordinates request for confirmation with Starter.			
---Initiates recall if unfair start or in support of Starters' signal.			
---Fills out DQ slip properly			
11. Is alert, attentive, focused, calm and confident in body language and in demeanor			
12. Works complete session.			
13. Leave mobile device off deck, or if necessary to keep on deck ensures in silent mode and out of sight while officiating. Restricts use of mobile device to breaks and when off deck.			
After Meet			
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 and table personnel. Informs Meet Referee and Meet Director of any problems.			
3. Ensure apprentice evaluation forms are signed.			
4. Makes sure all coaches' concerns are addressed.			
5. Wait until dismissed to leave deck .			
6. Self---evaluate after session – What could I have done better?			
Other			
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 OSI training material			
4. Acts diplomatically, professionally, and respectfully when interacting with swimmers, coaches, officials, volunteers, spectators, pool personnel, etc.			
5. Overall performance rating?			



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Has the Apprentice Referee completed all table and deck certifications? Yes _____ No _____

Is this person recommended to become a certified Referee? Yes _____ No _____

(If no, provide specific suggestions about needed improvement(s) in general comment section below) General comments:

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

Apprentice Referee's Signature _____ Date _____

Evaluator's Signature _____ Date _____

(Apprentice should retain and return when applying for certification. Evaluators may make copy for their records)