



REFEREE EVALUATION

Candidate

Official's Name: _____ Official's current certification level: _____

Mentorship feedback Formal Evaluation # _____

Competition Details

Name of competition: _____ Date: _____

Location: _____ # of sessions/Session type: _____

Short Course Prelims Single Ended # of Events: _____ Session Start Time(s): _____

Long Course Finals Double Ended # of Swimmers: _____ Session End Time(s): _____

Timed Finals

Timing System: Manual (Stopwatches) Electronics: _____

Assessment

Section 1 – Before the Session

Heat Sheets

Facility Check Arrived on time (30+ minutes prior to warm-up) Review and sign off on heat sheets (if required)
 Facility checklist completed, issues resolved

Pre-Meet Briefings

i. Meet Manager/Competition Coordinator

- | | |
|--|--|
| <input type="checkbox"/> Facilities check | <input type="checkbox"/> Confirmation of various officials' experience |
| <input type="checkbox"/> Prior problems/solutions in earlier sessions | <input type="checkbox"/> Backstroke ledges installation/removal (if available) |
| <input type="checkbox"/> Warm-up procedures: sprint/backstroke ledge/para/pace lanes | <input type="checkbox"/> Confirmed start end for 25m/50m events |
| <input type="checkbox"/> Procedure for Deck entries | <input type="checkbox"/> Distance events – bells, lap counters (if available) and lap counting sheets for timers |
| <input type="checkbox"/> Procedure for Swim offs | <input type="checkbox"/> Announcer |
| <input type="checkbox"/> Record procedures | <input type="checkbox"/> Procedure for DQ's – Announced, posted or contact coach/ swimmer |
| <input type="checkbox"/> Seeding (if required) | <input type="checkbox"/> Protests and Jury of appeal process (Jury composition) |
| <input type="checkbox"/> Scratch rules/penalties | <input type="checkbox"/> Awards ceremonies |
| <input type="checkbox"/> Session length | |
| <input type="checkbox"/> Officials' relief | |

ii. Clerk of Course

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Review heat sheets and consider combining heats | <input type="checkbox"/> Fines/Penalties | <input type="checkbox"/> Procedure for deck entries | <input type="checkbox"/> Relay cards |
| <input type="checkbox"/> Identification of late scratches (deadlines) | <input type="checkbox"/> Distance events | <input type="checkbox"/> Are deck entries permitted | • Deadline for receipt |
| <input type="checkbox"/> Official split process | • Positive check-in deadline | • Exhibition swim only? | • Deadline for name changes |
| | • Seeding of heat sheets | | • Seeding of heat sheets |

iii. Chief Judge Electronics/Operator

- Procedures/protocols Testing equipment
 Handling and reporting of discrepancies between primary and backup timing systems Equipment functioning

iv. Chief Finish Judge and Recorder Scorer

- Coordinated procedure for identifying discrepancies in results between primary and backup timing systems
 Swim offs Official time calculation Official time - Relays

v. Chief Timekeeper

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Watch check | <input type="checkbox"/> Swimmer verification | <input type="checkbox"/> Start end 50m events | <input type="checkbox"/> Backstroke ledges |
| <input type="checkbox"/> Split times | <input type="checkbox"/> Quality of touch | • Communication with referee re: start end change | <input type="checkbox"/> Bell lap for distance |
| <input type="checkbox"/> One record keeper | <input type="checkbox"/> Watch clearing | | |

vi. Starter

- | | | |
|--|---|---|
| <input type="checkbox"/> Equipment check | <input type="checkbox"/> Speakers | <input type="checkbox"/> Watch check |
| <input type="checkbox"/> Test of false start/recall rope | <input type="checkbox"/> Strobe light | <input type="checkbox"/> DQ procedure for starts |
| • Coordinate responsibility for triggering false start rope with stroke judge or off starter | <input type="checkbox"/> Procedure for recall of race | <input type="checkbox"/> Announcements of events and heats |
| | <input type="checkbox"/> Signals with Referee | <input type="checkbox"/> Clearing pool (backstroke, finals, para, etc.) |



vii. Safety Marshal

- Warm-up procedures
- Review of safety rules
- Sprint/pace/backstroke ledge/para-swimming lanes
- Reporting of violations

viii. All Officials

- On time
- Introductions
- Be inconspicuous
- No touching of swimmers
- Emergency procedures
- Welcome
- Session events
- Cell phones
- Talking to swimmers
- Protocol for leaving position on deck

ix. Timers

- Protocol at start
- Other instructions (e.g. clearing pool)
- Official errors (e.g. talking to swimmers, delay start)
- Verify names and positions
- Distance event procedures (bells, counting)
- Checking relay names
- Timing procedures (starts, splits, finals, relays)
- Official times
- Relay take-overs

x. Inspector of Turns

- Swimsuit legality
- Breast & butterfly step forward
- Observe turns and final touch
- Relay take-overs
- Reporting of medical tape
- Backstroke ledges
- Observe one lane at a time
- Infraction reporting
- Reporting relay name violations after start

xi. Judge of Stroke

- 15m mark for starts except breaststroke
- Wall to wall
- Backstroke finish positioning
- Responsibility for false start rope
- 2 Judges of Stroke positioning
- Assist Inspector of Turns
- Position while observing
- Freestyle protocol
- Infraction reporting

xii. World Para Swimming (WPS) Technical Advisor

- WPS Rules and Regulations available
- Warm-up procedures: para-swimmer specific lane
- Tapping
- Identification of Para swimmers
- Starts for swimmers with hearing impairment

xiii. Stroke Briefing

Stroke briefing should be appropriate for the level of competition and experience level of the officials attending the briefing. Official should only brief on the strokes being swum at the session in question. The following briefing notes provide an example of significant points that may be covered in the stroke briefing.

- Freestyle (SW 5) Observations: _____
- Backstroke (SW 6) Observations: _____
- Breaststroke (SW 7) Observations: _____
- Butterfly (SW 8) Observations: _____
- Individual Medley (SW 9) Observations: _____
- Medley Relay (SW 9) Observations: _____
- Para Observations: _____
- Judging Relay Takeovers Observations: _____

Section 2 – During the Session

a) Deck Evaluation

- Began session on time with everyone in place and all equipment functioning
- Acted decisively on infractions brought forward
- Professional appearance (dress code followed)
- Displayed confidence as a Referee
- Thorough knowledge of duties of the Referee
- Kept a good record of session start time/heat finish times/DQs/step downs/delays/no shows on heat sheet
- Thorough knowledge of rulebook
- Consistent in procedures throughout the session
- Demonstrated knowledge of meet information (had copy available)
- Handled questions and protests from coaches appropriately
- Ensured appropriate forms and paperwork available
- Review and sign-off of results



- Appropriate whistle loudness and duration
- Worked with Starter to get good consistent and fair starts
- Checked to ensure clock started for each race
- Watched the entire race at all times
- Counted laps for all swimmers in distance events and ensured bells were rung appropriately
- Ensured officials in position throughout meet
- Remained in a proper position during meet
- Available to other Referees
- Observed/mentored on deck officials
- Did pool sweeps after each race for infraction reports
- Recorded sweeps for each race and compared to board
- Kept meet running at a good turnover pace between heats
- Appropriate discussion with Starter concerning false starts

- Ensured no-shows, DQ's and DNF's were properly identified in results
- Verified that discrepancies in electronic results were correctly handled by CFJ/CJE/ Recorder Scorer in results
- Maintained calm and friendly attitude at all times
- Showed good communication skills when dealing with coaches, officials and swimmers
- Didn't let interruptions impair the flow of the meet
- Solved problems effectively and efficiently
- Team player
- Sought support when appropriate
- Encouraged growth of all officials
- Delegated authority
- Ended session on time and recorded time the session ended
- Attended jury of appeal where necessary

b) Observations: _____

Section 3 – After the Session

a) Duties

- Thanked Officials for working the session
- Discussed session with Chief Finish Judge and Recorder Scorer
- Reviewed and signed off on heat sheets for subsequent session (where appropriate)
- Debriefed with Competition Coordinator/Meet Manager
- Did self-reflection and self-review as part of their own development

b) Observations: _____

Section 4 – Overall Observations

A. Evaluator

a. What are the areas of strength demonstrated by the Referee? _____

b. What areas of growth and development should the Referee focus on? _____

c. Additional comments: _____

d. Recommendation for advancement: _____

B. Referee Candidate Comments: _____

Signatures

Evaluator _____ Name _____ Signature _____ Date (YYYY/MM/DD) _____

Referee Candidate _____ Name _____ Signature _____ Date (YYYY/MM/DD) _____