



## REFEREE ASSESSMENT PROCESS

### Instructions

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In order to be certified as a **Level IV swim official** in BC, in addition to other requirements (as outlined on: Swimming Canada's Certification Pathway), an official must:

1. Complete one year of active service as a Level III official;
2. Gain experience as a Referee at a minimum of five sessions;
3. Obtain the approval of the Regional Officials Director (ROD) to be evaluated for Level IV; and
4. Obtain two successful evaluations in the position of Referee (at a heats and finals meet, where possible) by a Level V official (i.e., including mentor or other Level V official). This latter official is to be appointed and/or approved by the Regional Officials Director (ROD).

In order to be certified as a **Level V Master official** in BC, in addition to other requirements, an official must:

1. Complete a minimum of one year of active service as a Level IV official;
2. Obtain the approval of the provincial OAC (through the ROD) to be evaluated for Level V. (RODs must inform the OAC of Level IV officials to be evaluated for Level V. Deadlines for informing the OAC are: Dec 31<sup>st</sup> for evaluation at Provincial Championships - Winter Meet; and April 30<sup>th</sup> for evaluation at Provincial Championships - Summer Meets); and
3. Obtain two successful evaluations as a Referee, or once as Referee and once as Starter, by two Level V officials at an out-of-region Meet. Mentors cannot be evaluators and normally, at least one evaluator will be from a different region than the official being evaluated. Evaluators are to be appointed and/or approved by the OAC.

The attached form is to be used as part of the formal Referee assessment process for those being evaluated for Level IV and V certification in BC. Those who are being evaluated may go to the Swim BC officials' website and review the evaluation form prior to the meet at which they are being evaluated. Separate forms should be completed for each day of the evaluation. Once the evaluation has been completed, the results will be reviewed with the evaluator(s) and signed copies of the assessment given to the candidate and the OAC (through the ROD) at the end of the meet.

Please note that this form is also intended to be used as a guide to development as well as post-meet review/assessment by Referees and their mentors. Developing Referees should feel free to make use of the form for assistance when attending meets and to use it as a basis for self-evaluation or discussion with Mentor Referees or competition coordinators who they may be working with at a given meet.



## REFEREE ASSESSMENT FORM

Name of Official:

Name of Meet:

\_\_\_\_\_

\_\_\_\_\_

Current Certification Level: \_\_\_\_\_

Current Date: \_\_\_\_\_

Date Certification Obtained: \_\_\_\_\_

Location of Meet:

Club and Region: \_\_\_\_\_

\_\_\_\_\_

### Details of Meet:

Prelims  or Finals  (can be both)

Single-ended  or Double-ended

Time finals

Manual  or Electronic Timing System

Short Course  or Long Course

Length of session \_\_\_\_\_

Mentor Session  or Evaluation Session

### SECTION 1: PRE-MEET CHECKS

#### A. Heat Sheets

Checked and signed off on preliminary heat sheets (if required)

#### B. Facility Check

Arrived on time (30+ minutes prior to warm-up)

Checked physical setup for the meet using the appropriate form (see attached)

#### Other areas to be checked:

Pace clocks turned off (where possible)

Lap counters (where used) in place

Facility emergency procedures

#### Assessment Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION 2: PRE-MEET BRIEFINGS:

### **A. Non-Deck Officials:**

- Meet Manager (facilities check, officials' listings, heat sheets/seeding, session timeouts, meet protocol, potential issues or concerns, scratch rules/penalties, handling of protests/Jury of Appeal, records procedures, swim-offs, Announcer, awards ceremonies)
- Chief Judge Electronics/Control Booth/ Chief Finish Judge (equipment testing and functioning, communication, judging and sign-off procedures, swim-offs)
- Clerk of Course (deck entries, scratch procedures, combining heats, swim-offs, fines, official times)

*Assessment Notes:*

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### **B. Deck Officials:**

- Safety Marshalls (placement, sprint/pace lanes, other responsibilities, reporting of violations)
- Mentor Referee and/or other Session Referees (as appropriate)
- Starter (equipment check, communication with Referee, false starts, communication with timing booth/electronics operator, watch check (if required))
- Chief Timer (timer briefing, watch check, recording 1<sup>st</sup> place time, verifying relay names, bells and lap counts)
- Stroke and Turn Officials (Briefing, DQ procedures, area assignments)
- Chief Inspector of Turns (CIT) (re protocol)

#### **General Briefing (see attached briefing sheet):**

- Begun on time
- Welcome and Introductions
- Events for the session
- Start end for different events, girls/boys, para, etc.
- Length of session
- General protocol and procedures
- Other instructions (cell phones, etc.)

#### **Timer Briefing (may be delegated to CT):**

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

#### **Stroke & Turn Briefing:**

- Verify names and positions
- Positioning and protocol
- Review of stroke rules (back, breast, fly, free, IM)
- Review of turn rules (back, breast, fly, free, IM)
- Clearing the pool, swim-overs, backstroke
- Review of relay rules (takeovers, name checks)
- Para-swimming rules and procedures
- Other rules (swimsuit, taping, etc.)
- DQ procedures (with/without CIT)
- Lap counters for distance events

*Assessment Notes:*

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### SECTION 3: DECK EVALUATION

- Professional appearance (dress code followed, name tag)
- Began session(s) on time & recorded time
- Demonstrated knowledge of meet information (had copy available)
- Demonstrated knowledge of duties of Referee
- Demonstrated knowledge of rulebook (had copy available)
- Had forms, paperwork available
- Ensured officials in position throughout meet
- Observed/mentored deck officials
- Established appropriate communication with coaches, swimmers & officials
- Able to delegate appropriately
- Consulted with others (Technical Advisor, Meet Referee, etc.) and requested assistance when appropriate
- Displayed confidence & maintained calm, friendly attitude at all times
- Remained in appropriate position, watched entire race, & was aware of entire deck at all times
- Was prepared for issues, changes (e.g., pool switchovers) in advance
- Worked with Starter to ensure fair and consistent starts
- Checked with Starter regarding false starts
- Checked to make sure that clock started for each race
- Checked for interference at the start (camera flashes, noise, etc.)
- Set and maintained appropriate pace
- Counted laps in distance events and ensured bells were rung appropriately
- Set priorities & exercised good judgment
- Solved problems effectively and efficiently
- Recorded finish times for each race (with starter to record start time for each race)
- Recorded scratches/no-shows/lane or heat changes/step-downs/delays & reasons
- Handled DQs appropriately (applies rules consistently, fairly, accurately)
- Recorded order of finish (sweeps) for each race & ensures board is correct
- Recorded DQs and reasons for
- Handled protests & questions from coaches appropriately
- Performed a sweep of the pool and swimmers after each race (finals)
- Completed paperwork efficiently (signed off each event, checked for DQs, DNFs, etc.)
- Ended session on time & recorded time the session ended
- Thanked officials

### SECTION 4: POST-MEET DUTIES

- Attended protests where necessary
- Signed off heat sheets and submitted them to meet office
- Checked and signed off on heat sheets for subsequent session (where appropriate)
- Attended de-briefings (with meet manager, mentor, meet referee, evaluators, others as appropriate)

*Assessment Notes:*

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**Final Recommendation:**

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**Evaluator(s):** (1) \_\_\_\_\_

(2) \_\_\_\_\_

**Signature(s):** (1) \_\_\_\_\_

(2) \_\_\_\_\_

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

I have read and discussed this assessment with members of the assessment team.

**Referee (Evaluation Candidate) Comments:**

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

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



## CHECKING THE PHYSICAL SETUP FOR THE MEET

Referee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Meet Name: \_\_\_\_\_ Club: \_\_\_\_\_

Lane Numbering	<input type="checkbox"/>	Lane 1 on right side when facing course
Start Blocks	<input type="checkbox"/>	Secure, Backstroke grips in place, Backstroke Ledges in
Touch Pads	<input type="checkbox"/>	In place, clean, secure, functioning, tight to wall.
False Start Rope	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	In place 15m from start end Release mechanism functioning Rope adequate length to cover all lanes
Backstroke Flags	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	In place 5m from walls Tight enough (1.3-1.8m above water) Are they needed (backstroke and IM's) Flags over each lane Distance from end wall: Start end _____ Turn end _____
Lane Ropes	<input type="checkbox"/> <input type="checkbox"/>	In place – tight. No sharp edges at end or joining points Floats not damaged
15 metre markers	<input type="checkbox"/>	At both ends of the pool - marked on Deck.
Working Deck	<input type="checkbox"/> <input type="checkbox"/>	Clear of debris - deck, bottom of pool Cordoned off
Bulk Head	<input type="checkbox"/>	Properly secured in correct place
Warm-up	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Facility set up – lane ropes, backstroke flags Posted SCN Warm up Procedures - 4 sides of pool Times and lanes set for Dive/Sprint and Pace
Electronics	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Set up and functioning including relay takeover Cords secured and taped to deck Speakers under/over start blocks functioning
Start Equipment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Back-up equipment (watches, starter boxes, cables...) Megaphone or microphone available Batteries/Flash Adequate ammunition for Starting Gun
Air Temperature	<input type="checkbox"/>	Record temp. _____ (° C)
Water Chemistry	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Record temp. _____ (25°-28° C or 77°-82.4° F) Chlorine level _____ (Safe? 1 - 5)) pH level _____ (Safe? 7.2 - 7.6)
Filtration System		Off On (circle one)
Hand Bells	<input type="checkbox"/>	On hand for distance events (800/1500)
Marshaling Area	<input type="checkbox"/> <input type="checkbox"/>	Set up with table and chairs. Is area adequate?
Chief Finish Judge	<input type="checkbox"/>	Area set up with tables and chairs.
Timekeepers	<input type="checkbox"/>	Adequate chairs and tables.
Office	<input type="checkbox"/>	Set up with adequate supplies.
Announcer	<input type="checkbox"/>	Set up with microphone, heat sheets, and DQ process.
Starter's Podium	<input type="checkbox"/>	Set up in correct location. (If required).
Safety Marshal(s)	<input type="checkbox"/>	Name(s): Briefed by Referee? No__ Yes__ Any incidents? No__ Yes__ List on reverse:
Any issues/concerns with the facility/competition		List items on reverse:

Referee(s) Signature: \_\_\_\_\_

Return this completed form by attaching to your Referee Heat Sheets for the session officiated.

(This form adopted from Swim Alberta then updated - June 2015)