

## Potomac Valley Swimming Referee Evaluation Form

Referee \_\_\_\_\_ Evaluator \_\_\_\_\_  
 Meet \_\_\_\_\_ Location \_\_\_\_\_  
 Session \_\_\_\_\_ Date \_\_\_\_\_

KEY	N/O – Not Observed	N/W – Needs Work	G – Good	V/G – Very Good			
				N/O	N/W	G	V/G
<b><u>Pre-Meet</u></b>							
	1. Arrives prior to the beginning of warm-ups and is prepared to perform assigned duties. Checks with Meet Director concerning meet updates/problems, reviews meet pass down sheet(s). Notes any handicapped swimmers. Sets time and locations for Stroke and Turn meeting.			[ ]	[ ]	[ ]	[ ]
	2. Opens pool for warm-ups on time. Checks pool and deck safety. Reviews lane assignments and announces lane changes for pace and start lanes. Assigns Marshals for warm-ups.			[ ]	[ ]	[ ]	[ ]
	3. 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 Timers are being recruited.			[ ]	[ ]	[ ]	[ ]
	4. Gives complete Stroke and Turn briefing. Discusses previous disqualifications, if any. Discusses disqualification procedures and proper language for DQ slips, jurisdictions, rotations, and relief procedures. Identifies any handicapped swimmers and discusses appropriate officiating procedures. Answers questions appropriately and accurately.			[ ]	[ ]	[ ]	[ ]
	5. Closes positive check-ins on time. Checks with Hy-Tek operator for reseeding of appropriate events. Closes warm-ups on time. Allows Timing System Operator and Starter enough time to conduct a time check.			[ ]	[ ]	[ ]	[ ]
<b><u>During Meet</u></b>							
	1. Starts meet on time. If not, were delays acceptable? Handles delays and problem(s) in an appropriate manner. Adheres reasonably close to time line.			[ ]	[ ]	[ ]	[ ]
	2. Assumes proper position on the deck for the 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 Hy-Tek Operator. Gives swimmers who missed their heat (with an acceptable excuse) a chance to swim in another heat if a lane is available.			[ ]	[ ]	[ ]	[ ]
	4. Handles DQs properly. Works with Chief Judge or Admin. Referee, if available, to keep meet moving. Resolves all DQ issues.			[ ]	[ ]	[ ]	[ ]
	5. Notifies Timing System Operator of open lane(s) after start of each heat. Resolves any timing system issues or malfunctions in a reasonable manner.			[ ]	[ ]	[ ]	[ ]
	6. Keeps attention focused on the meet. Is aware of and maintains a good pace for the time line 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. Records DQ on program. Gives DQ slip to Hy-Tek Operator.			[ ]	[ ]	[ ]	[ ]

- |   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 8. Responds appropriately to questions or comments from coaches.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Keeps deck clear of unauthorized people during meet.<br>Keeps distracting noise/lights under control.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Handles False Starts properly:<br>- Recognizes when a False Start has occurred. Charges the appropriate lane(s) with the violation by writing lane #(s) on program.<br>- Promptly records observation of each start. Coordinates requests for confirmation with Starter.<br>- Initiates recall if unfair start or in support of Starter's signal.<br>- Fills out "DQ" slips properly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Post Meet**

- |   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Thanks table personnel, Timers, and deck Officials for their help.<br>Answers any questions and resolves any issues not otherwise covered.               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Accomplishes meet close-out. Reviews session with Starter and table personnel.<br>Fills out meet pass down sheet. Informs Meet Director of any problems. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Makes sure all the officials' cards signed by evaluating Referee.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Makes sure all coach and parents concerns are addressed.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Other Items**

- |   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Takes suggestions and modifies performance as requested.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Adjusts well and appropriately to unusual or unexpected circumstances.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Understands the Referee's duties as outlined in USA-S rulebook and PVS training material.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Overall performance rating?  |                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has new Referee completed all table and deck certifications?   | Yes ___ No ___           |                          |                          |                          |
| 5. Is this person recommended to become a certified Referee?<br>(If no, provide specific suggestions about needed improvement(s) in general comment section below.) | Yes ___ No ___           |                          |                          |                          |

6. 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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluator's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

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