

# Potomac Valley Swimming

## Starter Apprentice Record and Evaluation Form

Name: \_\_\_\_\_

Club \_\_\_\_\_ Email \_\_\_\_\_

**Prerequisite checklist before certification:**

1. USA Swimming member in good standing (current registration, concussion training, APT, BGC)
2. Complete USA Swimming Starter Clinic via USA Swimming University
3. Be certified as a Stroke & Turn Judge for at least 3 months
4. Work at least 4 sessions at a minimum of 2 meets as a Stroke and Turn Judge in USA-S sanctioned meets.
5. Work at least 4 Starter apprentice sessions total over 2 meets with 2 trainers (may be a deck referee)
6. Must complete certification within 1 year from month of clinic (may evaluate when ready after session #3)

**Apprentice Session Record:**

Session	Meet, Session, Location	Date	No. of Starts	Certified Starter/Referee Mentor
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Key: NO –Not Observed/Discussed; NW – Needs Work; G-Good	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
<b>Pre-Meet Coordination</b>										
1. Arrives prior to the beginning of warm-up, provides assistance as needed, is prepared to perform assigned duties.										
2. Has a clear and complete understanding of the Starter's duties as outlined in USA-S rulebook and PVS training material.										
3. Is familiar with the set-up and operation of the starting system and scoreboard-ready indicator (if applicable).										
4. Verifies that the starting equipment is operating properly prior to the beginning of competition.										



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5. Confers with deck referee regarding both (1) procedure for dual confirmation of false starts and (2) starting procedures/accommodations for swimmers with a disability.										
6. Understands the Chief Timer's duties. Works with Referee to ensure that a Chief Timer has been appointed and Timers are being recruited.										
7. Gives complete and detailed Timer briefing.										
<b><u>During the Meet</u></b>										
1. Interacts appropriately during meet and maintains an appropriate pace for the session, including:										
a. Announces event and heat in appropriate manner following Referee's chirps.										
b. Responds appropriately by taking control of swimmers when Referee extends hand.										
2. Notifies table officials of open lanes (if required).										
3. Keeps own record of No Shows on his/her meet program.										
4. Coordinates well with Deck Referee in handling late entries, combining of heats, upcoming empty lanes, last (or late) swimmer in pool, etc.										
5. Assumes desired position on deck for forward and backstroke starts (may be the same position). Informs swimmers, by lane number, of improper starting positions, if necessary.										
6. Is familiar with and properly uses the Starter commands associated with each type of start:										
a. Speaks in a conversational tone.										
b. Normally limits command to "Take your Marks"										
c. Takes additional steps to have swimmers "Step Up/In Please" only when necessary										
d. Uses "Stand, Please" or "Stand Down" commands appropriately										
e. Corrects swimmers properly as needed re: feet positions, proper starting position, response to commands, etc.										
f. Uses voice properly to gain proper and desired reaction from the swimmers										
7. Handles False Starts properly:										
a. Does not initiate recall signal for False Start										
b. Initiates recall if unfair start or in support of Referee's signal.										
c. Recognizes when a False Start has occurred. Charges the appropriate lane(s) with the violation with an appropriate mark on meet program.										
d. Promptly records observation of each start. Coordinates requests for confirmation with Referee.										
e. Fills out DQ slips properly (if required).										
8. Knows which events qualify as bell lap events and takes proper associated Starter actions.										
9. Records order of finish.										
10. Demonstrates starting procedures for hearing-impaired swimmers and other disabled swimmers.										
<b><u>Other Items</u></b>										
1. Is willing to take suggestions and modify performance as requested.										
2. Adjusts well and appropriately to unusual or unexpected circumstances.										



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	1	2	3	4	5	6	7	8	9	10
3. Accomplishes meet close-out (power down of starting equipment, recharging equipment, reviews session with referee, etc.)										
Is apprentice ready to undergo certification evaluation?	NA	NA	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N

**Evaluation Session:**

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Meet: \_\_\_\_\_ Session: \_\_\_\_\_ Location: \_\_\_\_\_

Has Starter candidate completed all requirements as listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this candidate recommended to become a certified Starter? Yes \_\_\_\_\_ No \_\_\_\_\_

(If no, provide specific suggestions about needed improvement(s) (i.e. a specific action plan), in general comment section below and email the action plan to both the evaluatee and the PVS Officials Chair).

General comments (use additional page if necessary):

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

**Starter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Upon completion of apprentice sessions and evaluation, please submit Form to PVS Certification Officer:**

Scan and submit request for certification: <https://forms.gle/NLjRghiEpTUrt8UK9>

Starter candidate should retain and return when applying for certification. Evaluators may make copy for his/her records

Please consider evaluating your evaluator or mentors. This will take just a few minutes of your time and will help us make our evaluation process better: [pvsweb.org/EvaluateTheEvaluator](https://pvsweb.org/EvaluateTheEvaluator)