

**APPRENTICE REFEREE GUIDELINES AND EVALUATION**

Apprentice Referee: \_\_\_\_\_ Meet: \_\_\_\_\_, Session \_\_\_\_\_

PRE-MEET	Observation Level *						Comments
	No	1	2	3	4	5	
<b>Briefing</b>							
<i>Organized - good &amp; logical flow</i>							
<i>Covers rules, DQ calls, DQ slips, issues</i>							
<i>Knowledge base</i>							
<i>Rules, specific meet/pool issues</i>							
<i>Delegates portion of briefing?</i>							
<b>Assignments</b>							
<i>Has a plan, who, where, when</i>							
<i>Covered rotation, breaks, radios</i>							
<b>Communication skills</b>							
<i>Clear, understood, concise</i>							
<i>Gets main point(s) across</i>							
<i>Gets others involved in the discussion</i>							
<b>People skills</b>							
<i>Time management - runs on or manages time well</i>							
<b>Safety</b>							
<i>Observes warm-ups or delegates</i>							
<i>Walks the deck</i>							
<i>Checks credentials</i>							
<i>Identifies/addresses safety-related issues</i>							
<b>Systems Check</b>							
<i>Talks with meet host staff, identifies any issues</i>							
<i>Assures equipment and host staff ready and in place</i>							
<i>Coordinates specific meet issues/plans with host staff</i>							
<i>DQ paperwork, timing issues, open lanes, problems, timing of event announcements</i>							

MEET ADMINISTRATION	No	1	2	3	4	5	Comments
<b>Position</b>							
<i>Conducive to observe false starts, DQs, S&amp;Ts and activity behind blocks and around the pool?</i>							
<b>Whistles</b>							
<i>Timing of whistle blowing, clarity, noticeable difference between short and long whistles</i>							
<b>DQ Calls</b>							
<i>Manner of acceptance</i>							
<i>Accepts all or challenges all</i>							
<i>Appropriateness of questions</i>							
<i>Manner of confirmation</i>							
<i>Handling of unclear/problem calls</i>							
<i>Manner of call rejection</i>							
<i>Gentle, educational, timely</i>							
<i>Review of DQ slip</i>							
<i>Reviews or just signs</i>							
<i>Handling of incorrect slips</i>							
<i>Slip review (holds up next race or during swims)</i>							
<b>Admin Referee</b>							
<i>Understands set up and workings of timing system</i>							
<i>Can read/decipher timing printout</i>							
<i>Understands the Meet Manager timing resolution feature</i>							

<b>Admin Referee (con't)</b>								
<i>Resolves timing discrepancies properly</i>								
<i>Has done 'grid'; understands when one needs to be done</i>								
<i>Tracks DQs and no shows</i>								
<i>Handles changes in program properly</i>								
Deck seeds								
Swimmers missing a race								
<i>Reviews event results to make sure they are correct</i>								
<b>Miscellaneous</b>								
<i>Communication</i>								
Interacting with coaches								
Clear, concise								
Supportive								
Non-offensive								
<i>Activities during the swims</i>								
Constantly observes surroundings								
Pro-active								
Checks in occasionally with meet staff to see how they are doing								
<i>Meet rhythm</i>								
Good flow or lots of breaks								
In control or being controlled								
<i>Problem solving</i>								
Demeanor - cool, calm, collective or nervous, upset								
Logical thought process/creative								
Application/knowledge of rules								
Timeliness								
Seeks advice as appropriate or does alone								
Fair								

<b>POST MEET</b>	No	1	2	3	4	5	Comments
<b>People</b>							
<i>Thanks officials, host staff</i>							
<i>Gives feedback on any meet issues</i>							
<b>Paperwork</b>							
<i>Wraps up required paperwork</i>							
<i>Checks with meet staff of any outstanding items/issues</i>							
<i>Signs appropriate forms</i>							

**Comments:** (be specific and constructive)

**\* Grading scale**

- No - No opportunity to demonstrate
- 1 - Poor, has not demonstrated skill
- 2 - Needs additional experience and training
- 3 - Average proficiency, needs additional experience
- 4 - Good, has demonstrated proficiency
- 5 - Excellent, has mastered skill(s)

Reviewing Referee

\_\_\_\_\_

Date

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