

Virginia Swimming, Inc. Referee Apprentice Record

Name: _____ Club: _____

Address: _____ E-mail: _____

Home Phone: _____ Work Phone: _____

VSI Officials Chair: _____ Date: _____

Note to apprentice: No matter how much training you receive, no matter how varied the meets you work, no matter the number of Referees that you apprentice under, you will always be confronted with new situations that will test your knowledge of the rules and your ability to use good judgment. No amount of training will expose you to all the situations that you will eventually confront, but hopefully the training you do receive will expose you to enough different situations that you will be prepared to handle both the expected and unexpected.

Please keep the following in mind as you progress through your training. (1) Avail yourself of the knowledge of those with whom you are training. Ask questions, and ask different Referees the same question. You might find that there are multiple ways to handle a given situation; and frequently a better or best way to handle the situation. (2) Practice preventative officiating and minimize reactive officiating. It is much easier to prevent a problem than it is to dig yourself out of one. (3) Delegate responsibility. You can't do it all and you shouldn't try. No where is this more true than the hour or so leading to the start of a session. You will be surrounded by well trained officials that are fully capable and willing to get things done. Using them as part of a team effort will make everyone's life easier. (4) As you go through the list of skills below, you might argue that some of the items rightfully belong to the Meet Director, the Marshal, etc, and technically you might be right. The bottom line, however, is that ultimately YOU ARE RESPONSIBLE FOR EVERYTHING!, whether the rule book says so or not. The less you leave to chance, the less likely you are to have problems. (5) Clearly communicate your expectations. While there are well-defined responsibilities at a meet, there are many responsibilities that are handled differently depending upon the meet type and the staffing available. (5) Remember that your fellow officials are volunteers and should be treated accordingly.

Note to trainer: The goal in training apprentice referees is to ensure that they gain a broad-based knowledge that will allow them confidently handle most situations that occur at a meet. Apprentices should be given increasing levels of responsibility as they work through their sessions so that by the end of their training period they are essentially running the session on their own with you in the background. Training should not only focus on blowing the whistle and dealing with Stroke & Turn officials, but it should focus on all aspects of a meet. It is critical the apprentice gain experience in dealing with pre- and post-session responsibilities as well as dealing with coaches, complaints, and the various oddities that occur at meets. Unfamiliar items such coaches meetings and handling complaints might initially be handled by having the apprentice shadow you, with responsibility for such items progressively shifting to the apprentice as they gain experience and confidence.

Please provide your evaluation below. Section I provides space for general comments and evaluation. Section II provides a checklist of skills that should be mastered prior to certification. This record should be returned to the Officials Committee Chair who is solely responsible for the certification of Referees.

Section I

Clerk of Course Session Meet:

Date:

Referee:

Comments:

Session #1 Meet:

Date:

Referee:

Comments:

Session #2 Meet:	Date:	Referee:
Comments:		

Session #3 Meet:	Date:	Referee:
Comments:		

Session #4 Meet:	Date:	Referee:
Comments:		

Session #5 Meet:	Date:	Referee:
Comments:		

Session #6 Meet:	Date:	Referee:
Comments:		

Session #7 Meet:	Date:	Referee:
Comments (including recommendation as to the candidate's readiness to be certified):		

Session #8 Meet:	Date:	Referee:
Comments (including recommendation as to the candidate's readiness to be certified):		

Section II

Key: N/O = Not observed by evaluator; O = Apprentice observed but did not perform the function;

D = Discussed with apprentice; N/W = Needs work; G = Good

Skill	Session							
	1	2	3	4	5	6	7	8
Pre-session:								
Reviews meet invitation prior to arriving at meet.								
Meets with Meet Referee upon arrival for specific assignments.								
Reviews Referee Pass-Down Report if other than first session.								
Arrives prior to the start of warm-ups and in sufficient time to ensure that Marshals, Announcer, assignments, meetings, postings, etc., are taken care of in a timely fashion.								
Meets with Announcer and covers any announcements to be made (warm-up times, officials meeting, coaches meeting, positive check-ins, event announcing if any, etc.)								
Ensures that Marshals are aware of VSI safety procedures and are in place prior to the start of warm-ups.								
Ensures that positive check-in sheets are available at the Clerk-of-Course.								
Closes positive check-in at deadline.								
Conducts Stroke & Turn briefing including review of the rules and interpretations, DQ procedures, jurisdictions, rotations, and meet specific information.								
Reviews with administrative officials meet data flow and responsibilities.								
Reviews with Timing Judge the decisions that can be made independently of the Referee and the manner in which timing adjustments are to be made.								
Reviews with Starter who and how events will be announced, delay of meet calls, how to handle swimmers stepping up early, procedure for handling false starts, taking order of finish, and any other meet specific procedures.								
Assigns responsibility (usually Starter and/or Timing Equipment Operator) for starting system being set-up and ready to go for the start of the session.								
Assigns responsibility (usually Starter, Chief Timer, or Timing Judge) for timers being briefed and ready to go for the start of the session.								
Conducts coaches meeting and covers any special procedures, check-in procedures, deadlines, relays, etc.								
If swimmers with disabilities are participating in the meet, notifies Starter and/or Stroke & Turn officials of specific procedures.								
Handles relay entries in whatever meet-specific manner is being used.								
Ensures that warm-ups are closed on time.								
During meet:								
Starts session on time. If not, was delay acceptable?								
Works with Starter, Marshals, Meet Director to keep deck clear, to minimize noise, and to rapidly deal with flashes at the start.								
Assumes proper position on deck for forward and back starts after giving Starter priority of position.								
Appropriately controls the pace of the meet through consistent use of the whistle commands. Time line is used as a guide.								

Skill	Session							
	1	2	3	4	5	6	7	8
Closes heat only after assuring that there are no swimmers for empty lanes.								
When a swimmer steps up late, investigates situation before allowing the swimmer to swim or issues a "delay of meet" disqualification.								
Handles swimmers that have missed their swim in an age and meet appropriate manner.								
Handles false starts by marking early take-off on heat sheet and allowing the Starter to initiate the call.								
Initiates recall if an unfair start is observed or in support of Starter's recall signal.								
Maintains focus on meet, is aware of swimmers progress in pool, and is aware of S&T officials signaling a disqualification with a raised hand.								
Quizzes S&T official following DQ with the standard three questions: what was your jurisdiction, what did you observe, what rule was broken.								
Effective interaction with S&T officials when processing DQs, especially when a call is being overturned								
Verifies information on DQ slip including name, club, event, heat, lane, and violation.								
Keeps track of DQs on heat sheet, processes DQs in a timely fashion (through admin table), and ensures that slips are being brought to coaches.								
Has Starter notify Timing Equipment Operator of open lanes if appropriate for meet venue.								
Handles questions/complaints from coaches in an appropriate manner.								
Trials/finals meet:								
Opens/closes scratch period in a timely fashion for each event. Coordinates announcements with the Announcer.								
Understands the use of a "declaration of intent to scratch."								
Reviews final seedings before heat sheet is sent for printing.								
Understands "no-show" penalty for trials if in effect and notifies coaches of affected athletes.								
Understands the use of a "declared false start" in a meet in which scratch rules are in effect for trials.								
Post session:								
Thanks all volunteers and signs cards (once certified).								
Fills out pass-down report.								
Remains available until all results are entered by the Recorder and any outstanding problems are resolved.								
Miscellaneous:								
Communications-Clear, concise, calm.								
Good knowledge of the rules								
Effectively delegates responsibility and builds a team atmosphere								

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