

The Swim Ontario Officials Committee recognizes that ongoing feedback, mentoring and assessment is important to the development of all officials, including Referees. The attached form is part of the formal Referee evaluation process. As part of the development of a Referee, it is also intended to be used on an ongoing basis for Referees to assess their own competencies/skills and create a tool for discussion with the mentor Referee or Competition Coordinator who may be working with a Referee on their development. Before requesting a formal evaluation for certification (level IV and V) candidates will be required to obtain three (3) successful Referee Assessments.

The primary purposes of the evaluation tool is to encourage communication about the role of the Referee, the competencies/skills required, and what additional support or opportunities a Referee needs in order to develop successfully.

How to use the evaluation tool:

Developing Referee

1. After each session you referee, take a moment to reflect on the session. What skills and competencies did you need to use? Of those, which ones came easy to you and which ones seemed more difficult. Are there competencies you did not get to use? What areas do you feel are your strengths? What areas do you feel more development is needed?
2. When a Mentor Referee is in place, take the time to sit with them after the session and have a conversation about what went well and what challenges existed. What might you handle differently? What additional information did you need that was not readily available to you? Use the evaluation template as a guide for the conversation.

Mentor / Evaluator Referee

1. Ensure a copy of the evaluation form has been provided to the Developing Referee.
2. Throughout the session that you are observing or evaluating watch which competencies the Referee has been able to use and demonstrate. Make a note of those that could not be observed in the session.
3. Review with the Referee the template together. Encourage a conversation and a dialogue around the various competencies/skills. Ask the Referee: What things went well? How did you feel about the session? What challenges did you experience? What additional support would assist you in your development? With the Referee decide upon a future plan for continued development.
4. The candidate will keep the Referee Assessment and if successful can be used when submitting their request for evaluation for certification.
5. If the evaluation is part of level IV certification, the form must be submitted to officials@swimontario.com

Referee Assessment

Candidate			
Official's Name:		<input type="checkbox"/> Mentor Session	<input type="checkbox"/> Evaluation Session
Official's Level:		Club:	
Arrival Time:		Dress Code:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Competition Details			
Name of Meet:			
Date:		Length of Session:	
Session Description:	<input type="checkbox"/> SC	<input type="checkbox"/> LC	<input type="checkbox"/> Prelims
	<input type="checkbox"/> Single Ended	<input type="checkbox"/> Double Ended	<input type="checkbox"/> Electronics
	# of events		# of Swimmers
	Turnover Interval		Number of Starts
<input type="checkbox"/> Finals		<input type="checkbox"/> Timed Finals	
Pre-Session			
Facility Check List			
Lane Numbering	<input type="checkbox"/> Lane 1 (0) on right side when facing course	Touch Pads	<input type="checkbox"/> In place, clean, secure, functioning
Electronics	<input type="checkbox"/> Set up and functioning <input type="checkbox"/> Cords secured / tidy <input type="checkbox"/> Speakers under start blocks functioning	Start Equipment	<input type="checkbox"/> Set up and functioning <input type="checkbox"/> Backup starter system <input type="checkbox"/> Megaphone or microphone available <input type="checkbox"/> Batteries/Flash
Filtration & Currents	<input type="checkbox"/> Reviewed	Air Temperature	<input type="checkbox"/> Recorded
Start Blocks	<input type="checkbox"/> Secure, backstroke grips in place	Water Temperature & Chemistry	<input type="checkbox"/> Recorded
False Start Rope	<input type="checkbox"/> In place 15m from start end <input type="checkbox"/> Release mechanism functioning <input type="checkbox"/> Rope adequate length when dropped	Backstroke Flags	<input type="checkbox"/> In place 5m from walls <input type="checkbox"/> Tight enough (1.8m above water) <input type="checkbox"/> Flags over each lane
Bulk Head	<input type="checkbox"/> Properly secured in correct place	Lane Ropes	<input type="checkbox"/> In place, tight, no sharp edges at end or joining points <input type="checkbox"/> Floats not damaged
Working Deck	<input type="checkbox"/> Clear of debris <input type="checkbox"/> Cordoned off	Marshaling Area	<input type="checkbox"/> Setup with table and chairs <input type="checkbox"/> Is area adequate
Warm-up & Safety Procedures	<input type="checkbox"/> Posted	Chief Finish Judge	<input type="checkbox"/> Area setup with table, chairs, office supplies
Hand Bells	<input type="checkbox"/> Available for distance events	Timers	<input type="checkbox"/> Adequate chairs
Starter Podium	<input type="checkbox"/> Setup in correct location	Announcer	<input type="checkbox"/> Setup with microphone

Referee Assessment

Pre-Meet Briefings		<input type="checkbox"/> Senior officials briefings with Competition Coordinator <input type="checkbox"/> Meeting with Mentor/Evaluator <input type="checkbox"/> Second Referee	<input type="checkbox"/> Meeting with Competition Coordinator <input type="checkbox"/> Review infraction reporting and DQ procedure with Competition Coordinator <input type="checkbox"/> Review evacuation procedures with Competition Coordinator or Meet Manager	
<input type="checkbox"/> Meet Manager <input type="checkbox"/> Facilities check <input type="checkbox"/> Officials experience <input type="checkbox"/> Start end 50m events <input type="checkbox"/> Deck entries <input type="checkbox"/> Program length <input type="checkbox"/> Seeding <input type="checkbox"/> Officials' relief <input type="checkbox"/> Para swimmers <input type="checkbox"/> Backstroke ledges <input type="checkbox"/> Swim offs <input type="checkbox"/> Distance events <input type="checkbox"/> Jury of appeal <input type="checkbox"/> Prior problems / solutions <input type="checkbox"/> Anticipated solutions	<input type="checkbox"/> Clerk of Course <input type="checkbox"/> Combining heats <input type="checkbox"/> Scratches <input type="checkbox"/> Deck entries <input type="checkbox"/> Distance events <input type="checkbox"/> Number of heats <input type="checkbox"/> Seeding alternates in finals <input type="checkbox"/> Relay cards <input type="checkbox"/> Control Room Supervisor (CJE) <input type="checkbox"/> Special procedures / protocols <input type="checkbox"/> Testing equipment <input type="checkbox"/> Equipment functioning	<input type="checkbox"/> Safety Marshals <input type="checkbox"/> Warm-up procedures <input type="checkbox"/> Sprint / pace lanes <input type="checkbox"/> Club designations <input type="checkbox"/> Violations procedure <input type="checkbox"/> Chief Finish Judge / Recorder Scorer <input type="checkbox"/> Handling of discrepancies <input type="checkbox"/> Procedures with Referee <input type="checkbox"/> Swim offs	<input type="checkbox"/> Chief Timekeeper <input type="checkbox"/> Watch check <input type="checkbox"/> Swimmer verification <input type="checkbox"/> One record keeper <input type="checkbox"/> Split times <input type="checkbox"/> Quality of touch <input type="checkbox"/> Relay takeovers <input type="checkbox"/> Watch clearing <input type="checkbox"/> Start end 50m events <input type="checkbox"/> Bell lap	<input type="checkbox"/> Starter <input type="checkbox"/> False start rope <input type="checkbox"/> Equipment check <input type="checkbox"/> Speakers <input type="checkbox"/> Strobe light <input type="checkbox"/> Deaf swimmer starts <input type="checkbox"/> Watch check <input type="checkbox"/> Signals with Referee <input type="checkbox"/> False starts <input type="checkbox"/> DQ procedure <input type="checkbox"/> Announcements
General Briefing of Officials		<input type="checkbox"/> On time?	<input type="checkbox"/> Welcome	<input type="checkbox"/> Introductions
Protocols Timers Briefing by <input type="checkbox"/> Referee or <input type="checkbox"/> CT	<input type="checkbox"/> All Officials <input type="checkbox"/> Be inconspicuous <input type="checkbox"/> Cell phones off <input type="checkbox"/> No touching of swimmers <input type="checkbox"/> Be friendly but keep conversation to minimum with swimmers <input type="checkbox"/> Follow pool staff directions in case of emergency	<input type="checkbox"/> Inspector of Turns (start end/HLT) <input type="checkbox"/> Assign splits or recording to timers <input type="checkbox"/> Use of plunger <input type="checkbox"/> Swimsuit <input type="checkbox"/> Taping <input type="checkbox"/> Breast & butterfly step forward <input type="checkbox"/> Backstroke ledges <input type="checkbox"/> Observe turns and final touch <input type="checkbox"/> Infraction reporting	<input type="checkbox"/> Inspector of Turns (turn end) <input type="checkbox"/> Observe turns one lane at a time <input type="checkbox"/> Infraction reporting <input type="checkbox"/> Protocol if Chief Inspector of Turn (CIT) present	<input type="checkbox"/> Judges of Stroke <input type="checkbox"/> False start rope <input type="checkbox"/> 15m mark for starts except breast <input type="checkbox"/> Positioning while observing <input type="checkbox"/> Wall to wall <input type="checkbox"/> Freestyle protocol <input type="checkbox"/> Assist Inspectors of Turns <input type="checkbox"/> 2 Judges of Stroke protocol
<input type="checkbox"/> Stroke Briefing (see page 4)				

Freestyle (SW 5):

- Swimmer's head must have broken the surface before or at 15m after start and each turn
- Swimmer must break surface of water throughout the race (except after start and turns for up to 15m)
- Swimmer must touch the wall at end of each length and at the finish, with some part of their body

Backstroke (SW 6):

- Swimmer's head must have broken the surface before or at 15m after start and each turn
- Swimmer must break surface of water throughout the race (except after start and turns for up to 15m)
- Swimmer must remain on back (not past 90 degrees onto breast) except at the turn
- Swimmer may turn onto their breast and take 1 single-arm pull or 1 double-arm pull and then immediately initiate the turn
- Swimmer may touch on their back and then turn in any manner and leave wall on their back
- Swimmer may turn onto breast at the turn, touch the wall (if too close, without taking arm stroke) and then leave wall on their back
- Swimmer must leave wall on their back after the start and after turn
- Swimmer must finish on their back

Breaststroke (SW 7):

- Swimmer must be on their breast after the start and after leaving wall after the turn
- After the start and after each turn, swimmer may take one full arm pull past the hipline to the legs, and a single butterfly kick prior to the first breaststroke kick.
- The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.
- Stroke cycle must be 1 arm stroke and 1 leg kick in that order
- During each cycle, some part of the swimmer's head must break the surface of the water.
- Feet must turn outward during the propulsive part of the kick
- All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement
- Elbows must remain below the water except at the last stroke before a turn, during a turn or at the finish of the race
- Arms shall not be not be brought back past the hipline except during the first stroke after each start and each turn
- At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously, at, above or below the water surface

Butterfly (SW 8):

- Swimmer's head must have broken the surface before or at 15m after start and each turn
- Swimmer must be on their breast after the start and after leaving wall after the turn
- After the start and after each turn, swimmer may take unlimited number of Butterfly kicks, with one full arm pull which must bring them to the surface
- Butterfly kick is the only kick allowed and the legs' kicking motion must be simultaneous movement
- Over water arm recovery throughout the race, and arms are brought together simultaneously over the water
- At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously, at, above or below the water surface

Medley swimming (SW 9):

- IM: Butterfly, Backstroke, Breaststroke, Freestyle, in that order; Freestyle portion may not repeat other three strokes
- Relay: Backstroke, Breaststroke, Butterfly, Freestyle, in that order; Freestyle portion may not repeat other three strokes
- Each stroke covers $\frac{1}{4}$ of the entire race and the rules for that stroke apply to the segment

Relays (SW 10) and Observe Relay Takeover:

- A swimmer whose feet lose touch with the starting platform before the preceding team-mate touches the wall shall be disqualified (watch feet leave then ensure a touch does not follow)

Infraction Reports for potential DQ:

- Instruct Officials to be in proper position to observe the strokes as a Stroke Judge and to observe turns as an Inspector of Turns (IT), and to be sure of what they see in order to make a call
 - Instruct ITs to remain standing at the edge of the pool after the swimmer's final touch if you are making an Infraction Report, or make your way to the Referee as instructed
 - ITs and Stroke Judges should discuss the Infraction Report with the Referee and complete the report card with Event and Heat #, Swimmer's name, Club, distance of infraction, and description of infraction
- i. If instruction is to notify swimmer before bringing infraction to Referee, then complete time of notification
 - ii. If instruction is to bring infraction report to Referee directly, then notification will be arranged by the Referee

<u>Notes on Briefing:</u>		
During the Session		
Observation	Competent	Comments
Began session on time	<input type="checkbox"/>	
Thorough knowledge of duties of the Referee	<input type="checkbox"/>	
Worked with Starter to get good consistent and fair starts	<input type="checkbox"/>	
Checked to ensure clock started for each race	<input type="checkbox"/>	
Watched the entire race at all times	<input type="checkbox"/>	
Observed / mentored on deck officials	<input type="checkbox"/>	
Did pool sweeps after each race for infraction reports	<input type="checkbox"/>	
Kept meet running at a good turnover pace between heats	<input type="checkbox"/>	
Acted decisively on infractions brought forward	<input type="checkbox"/>	
Kept good record of start/finish/DQ/step downs/delays in heat sheet	<input type="checkbox"/>	
Displayed confidence as a Referee	<input type="checkbox"/>	
Consistent in procedures throughout the session	<input type="checkbox"/>	
Maintained calm and friendly attitude at all times	<input type="checkbox"/>	
Showed good communication skills when dealing with coaches, officials and swimmers	<input type="checkbox"/>	
Didn't let interruptions impair the flow of the meet	<input type="checkbox"/>	
Solved problems effectively and efficiently	<input type="checkbox"/>	
Team player	<input type="checkbox"/>	
Obtained help or support with decisions when appropriate	<input type="checkbox"/>	
Encouraged growth of all officials	<input type="checkbox"/>	
Delegated authority	<input type="checkbox"/>	
After the Session		
Observation	Competent	Comments
Thanked Officials for working the session	<input type="checkbox"/>	
Checked with Chief Finish Judge and Recorder Scorer	<input type="checkbox"/>	
Verified DQs	<input type="checkbox"/>	
Debriefed with Competition Coordinator	<input type="checkbox"/>	
Did self-reflection and self-review as part of their own development	<input type="checkbox"/>	

Referee Assessment

Post Assessment Meeting:

What are the areas of strength that the Referee demonstrated?

What are areas for growth and development that the Referee should focus on?

What recommendations should be made to continue to assist the Referee in the development?

As Evaluator of this session, the Developing Referee

- should gain additional experience and mentoring before considering evaluation for certification
- had a successful assessment and it may be used as part of moving toward certification

Additional Comments:

Referee Comments:

Mentor / Evaluator Name: _____ Date: _____

Mentor / Evaluator: _____ Referee: _____