



## MEET REFEREE EVALUATION CHECKLIST

**Name:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Meet:** \_\_\_\_\_ **Session:** \_\_\_\_\_

**Key:** **N/O** - Not Observed    **N/W** - Needs Work    **G** - Good    **V/G** - Very Good

<i>(NOTE: it takes approximately one [1] week for the change in status to be processed &amp; recorded do NOT anticipate it sooner.)</i>	<b>N/O, N/W, G, V/G</b>
<b>Pre-Session</b>	
1. Check Meet Announcement – MR must review and edit with Meet Director as necessary prior to publishing (this would have been in advance so please review what you check for and why and be sure they are familiar with meet details)	
2. Invite/request officials to work	
3. Check certifications in advance of officials who have stepped forward to work	
4. Plan the deck	
5. Set up Scratch Board (if needed)	
6. Assign jury if needed	
7. Discuss basic meet logistical elements with Meet Director	
8. Check competition course for flags, secure starting blocks, secure bulkhead, touch pads, wiring, water/air quality & temp, course dimensions, etc.	
9. Check in with timing system and HyTech computer operators to make sure all systems are operational	
10. Check in with AO to make sure all appropriate coverage is in place	
11. Set-up sign in and check accreditation of all unexpected officials	
12. Conduct Official's Briefing (Assign positions, protocol and jurisdictions)	
13. Conduct Stroke Briefing	
14. Meet Coaches and inform them of any concerns	

<b>Meet Sessions</b>	
1. Act in capacity of Deck Referee	
2. Appoint Chief Judge to debrief DQ calls and consult with certified Ref of those calls (Official sign off on DQs handed to Meet Referee)	
3. Manage flow of meet	
4. Maintain Time Line	
5. Assist any handicapped swimmers appropriately	
6. Observe competitors for safety and fairness of each race	
7. Make sure officials in position during each race	
8. Make sure timing system board operative and correct heat # posted during each race	
9. Interact with Timing Table for no-show swimmers, timing board issues, touch pad issues, etc.	
10. Interact with AO to resolve entry or timing issues and any timing is being entered and done accurately	
11. Record order of finishes	
12. Work with CJs effectively	
13. Interaction with coaches (any feedback)	

<b>After Session</b>	
1. Conduct post meet review with any officials or trainees requiring it	
2. Thank all officials in person, thank coaches for coming	
3. Prepare Official's Sign in Sheet so that assigned Meet Referee can enter information correctly into OTS	
4. Confirm and check final results with AO	
5. Send thank you follow up email to officials	
6. Meet with MR for your review evaluation	
<b>Overall Performance Rating:</b>	
<b>Overall Observations/Comments:</b>	

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

Trainee signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's signature \_\_\_\_\_ Date \_\_\_\_\_

(Trainee should retain a copy when applying for certification. Evaluators may make copy for their records.)