



STARTER EVALUATION CHECKLIST

Name: _____ Evaluator: _____

Location: _____ Date: _____

Meet: _____ Session: _____

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

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| <i>(NOTE: it takes approximately one [1] week for the change in status to be processed & recorded do NOT anticipate it sooner.)</i> | N/O, N/W, G, V/G |
| Pre-Session | |
| 1. Familiarize yourself with the starting system, including checking the volume of your voice | |
| 2. In conjunction with the table, perform a test of the starting equipment, if you are the first Starter | |
| 3. Review the recall procedure and test to make sure it works | |
| 4. At the request of the Meet Ref, run the timers meeting | |
| 5. Communicate with the Meet Ref regarding any required movement of timers during the meet and determine who will check to see that timers are in place after any moves | |
| 6. Determine where you would like to stand and communicate that to the Deck Ref | |
| 7. Review False Start protocol with the Deck Ref | |
| 8. Review how the DR/MR would like the announcements made, i.e.; when to announce the next event (swimmer at the far wall, halfway back, at the flags, etc), if needed at all for consistency | |
| 9. Be aware of how heats will run – fly overs, cleared pool...etc. | |
| 10. Communicate with Deck Referee regarding their process of turning jurisdiction over during each start | |
| 11. Review starting procedures, including starting swimmers with disabilities. If needed the entire event should be done that way. | |

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| Meet Sessions | |
| 1. Act in capacity of Starter | |
| 2. Be in position to start each race prior to the completion of the previous race | |
| 3. Working with the Deck Ref, provide a calm and fair start for each race | |
| 4. Speak clearly and calmly into the microphone | |
| 5. Use proper commands (take your mark, stand please, step down please...etc.) Always remember to say please and thank you. Refer to the swimmers as Ladies and Gentlemen | |
| 6. After the short whistles, announce the heat number for the next race | |

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| 7. After the long whistle (the second long whistle for backstroke starts) show that you are ready for the start by having the microphone in a ready position and managing the cord | |
| 8. After the Deck Ref has turned over jurisdiction, be patient and be sure that all swimmers are in position and ready for the start | |
| 9. Once the swimmers are ready, deliver the “take your mark” command in a conversational tone (not sing songy) | |
| 10. When all swimmers have taken their stationary starting position, push the starting button. | |
| 11. If a swimmer, or swimmers, delay the start for too long, be prepared to have the swimmers stand and begin the “take your mark” process again. | |
| 12. In backstroke starts, check for toes curled over the gutter. If necessary, use the command “Lane ‘X’, toes please” | |
| 13. After the start, look for the swimmers in the next heat behind the blocks. Report any unusual observations to the Deck Ref | |
| 14. Be prepared for a potential recall if the swimmers do not have a fair start – discuss with Referee protocol to be used in advance to be ready (often use of starter horn pressed multiple times) | |
| 15. Are Declared false starts being offered – if so, record and manage on your heat sheets | |
| 16. Off starters if rotations are being done, are often asked to take order of finish be prepared if asked – it is always good practice | |

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| False Start Protocol | |
| 1. After the start, replace (or hold) the microphone and mark the Starter Heat Sheet with the heat and lane of the observed false start. Any mark can be used as long as the Deck Ref can tell a particular heat and lane has been indicated | |
| 2. Show the mark to the Deck Ref and implement the protocol discussed prior to the start of the meet – you must be the one to initiate the False Start process | |
| 3. If both the Starter and Deck Ref agree on the heat and lane of the false start, fill out the disqualification slip or, if available, have the Chief Judge fill it out and inform the coach or athlete and sign the form and mark your sheet. | |
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| Overall Performance Rating: | |
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| Overall Observations/Comments: | |
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I acknowledge that I have received this evaluation and it has been discussed with me.

Starter Trainee signature _____ Date _____

Evaluator’s signature _____ Date _____

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