

Apprentice Checklist - Referee

Thank you for taking the time to become a certified Referee. This document is intended to give mentors and mentees a few guidelines to ensure that mentees get exposure to as many situations as possible to feel confident in their roles once certified.

IMPORTANT:

1. A mentee has to be certified as LSC Stroke and Turn, Administrative Official and Starter prior to starting Referee apprenticeship.
2. Only sessions entered into OTS count. Meet referees are required to enter official's sessions.
3. Only sessions at sanctioned or approved meets count.
4. Sessions must include technical stroke (backstroke, butterfly, breaststroke or IM) and/or relays. No time trials, no freestyle only sessions
5. **Mentors** should be officials who worked **at least 1 year** as Referee official and can only have 1 mentee per session.
6. Apprentices should obtain hands-on mentoring and training right from the first apprentice session.
7. In order to obtain certification, **4 mentoring sessions are required**. At a minimum, mentoring sessions must be completed with at least 2 different mentors and at 2 different meets. All requirements need to be met within 1 year of taking the Referee training.
8. Once you completed this form, please submit a copy of all sides to:
officialstraining@wisconsinswimming.org

Apprentice Record:

Name of Meet/Location	Duration of session	Date	Certified Referee mentor mentor (with at least 1 yr Referee certification) (Name printed and signature)
1.			
2.			
3.			
4.			

-Please turn-

5. (optional)			
6. (optional)			

This section of the form serves as tracking form for mentees.

Observed	Sess. 1	Sess. 2	Sess. 3	Sess. 4	Sess. 5	Sess. 6
Pre-session						
1. Arrives on time, has reviewed meet announcement, and is prepared to perform assigned duties. Checks with Meet Referee concerning meet updates/problems. Notes any swimmers with disabilities.						
2. Introduces themselves to the AO and finds out if there are any admin issues. Meets with Starter to discuss false start procedures and timeline.						
3. Assists with or organizes officials meeting (assignment, protocol, stroke briefing).						
4. Ensures timely Close of warm-ups. Allows Timing System Operator and Starter enough time to conduct a timing system check.						
During session						
1. Starts meet on time. Handles delays and problem(s) in an appropriate manner						
2. Assumes proper position on the deck for the forward and backstroke starts, after the Starter is settled in position.						
3. Knows and is familiar with whistle protocol						
4. Deck position (eyes on the pool)						
5. If appropriate, gives swimmers who missed their heat (with an acceptable excuse) a chance to swim in another heat if a lane is available. Ensures Admin. is aware of changes.						
6. Swimmer and block awareness						
7. Demonstrates appropriate radio etiquette and procedures (if radios are used, otherwise protocol was discussed with mentor).						
8. Handling, tracking and processing of DQ slips.						
Is aware of officials who signal a DQ and ensures that CJ responds quickly. (if applicable)						

Verifies DQ language, event, heat and lane, and ensures that DQ slip is completed properly.						
Resolves all DQ issues in a timely manner.						
Records DQs						
Works with the CJ, AO or MR to ensure that swimmer/coach is notified appropriately						
9. Timeline management						
10. Works with Marshals to keep deck clear of unauthorized people during meet. Keeps distracting noise/lights under control.						
11. False start procedure						
Recognizes false starts						
Observes FS protocol						
Understands recall protocol. Requests recall if appropriate.						
12. Understands the use of “declared false start” and penalty for “no show” and their importance.						
Other						
1. Willing to take suggestions and modifies performance						
2. Adjusts to changing circumstances						
3. Team player						
4. Acts diplomatically, professionally, and respectfully when interacting with swimmers, coaches, officials, volunteers, spectators, pool personnel, etc.						
5. Good knowledge of the USA Swimming Rules						
6. Understands role as leader and mentor						
7. Before leaving meet:						
Thanks table personnel, timers, and deck officials for their help. Answers any questions and resolves any issues not otherwise covered.						
Makes sure all coaches’ concerns are addressed before leaving the deck.						
Age Groups						
10 and under						
11 and over						

Any comments and/or suggestions on your apprenticeship to the Officials Committee:



_____ (Name, print)

After the final session:

Mentor: _____ Meet: _____

_____ Location: _____ Session: _____

Date: _____ During your observation, has the referee apprentice executed the functions associated with the position of a starter sufficiently to be recommended to become a certified Referee?

Yes No General comments (use additional page if necessary):

I acknowledge that I have received this evaluation and it has been discussed with me. Referee's Signature:

Referee mentee: _____

Date: _____ Please scan and email completed form to the Certifier at

officialstraining@wisconsinsswimming.org.

Thank you for supporting Wisconsin Swimming!!