

EVALUATOR GUIDELINES

The purpose of the National Certification process for USA Swimming officials is to improve the quality of officiating and provide consistent National Standards of certifications that match the knowledge, skills, experience, qualities and participation of each individual USA Swimming official. Evaluators should provide education, mentoring and friendly constructive feedback for improvement, as needed. Satisfactory evaluations are part of the requirements to certify, and re-certify, an official in a position.

EVALUATOR RESPONSIBILITIES:

1. Only those evaluators approved for an OQM have access to the Officials Tracking System (OTS) to enter evaluations. Evaluators should further limit their evaluations to the levels that the OQM or they are approved for, whichever is lower.
2. Ensure each official requesting evaluation for advancement has met the *prerequisites* for evaluation as described on the [National Official Advancement Summary](#) (Form 00.1).
3. Provide each official requesting evaluation a copy of the checklist for the position being evaluated ([Stroke and Turn](#), [Chief Judge](#), [Starter](#), [Deck Referee](#) or [Administrative Referee](#) checklists). Use the checklist as the standard guideline when evaluating each official.
4. Provide thoughtful education, mentoring and assistance to the official early in the evaluation process, allowing for newly-learned information and techniques to be successfully implemented.
5. At the conclusion of the Officials Qualifying Meet, complete the on-line OTS evaluation for each official who requested an evaluation that you evaluated. If you have the equipment to complete the forms at the meet, you can print and hand the official a copy of the evaluation. All those evaluated will have access to their evaluations through the OTS and will receive an email summary when it is entered. Be sure to note "standout" officiating, satisfactory levels, and areas where "improvement is needed" to meet the requested certification or re-certification level. On special request to the Certification Committee, Evaluation Worksheets and the Meet Summary may be used if circumstances prevent use of the OTS.
6. The Meet Referee, or Evaluators, at an OQM must enter **ALL** officials working the meet into the OTS and note the number of full sessions they worked in each position. Only those officials requesting evaluations should be evaluated. Evaluations can only be entered for officials listed in the OTS file for the meet.

ADVANCEMENT AND RE-CERTIFICATION EVALUATION REQUIREMENTS:

Advancement Evaluations	Minimum Required <u>Evaluation Sessions</u> *
N2 Stroke & Turn Judge, Chief Judge, Starter, Deck Referee, Admin. Referee	3 sessions at an Officials Qualifying Meet (OQM)
N3 Stroke & Turn Judge	4 sessions at an OQM**
N3 Chief Judge, Starter, Deck Referee	4 sessions at each of 2 OQMs, with 2 separate evaluations completed by different evaluators
N3 Admin. Referee	Special Requirements -- see National Official Advancement Summary
Re-certification Evaluations	Minimum Required <u>Evaluation Sessions</u> *
N2 and N3 Stroke & Turn Judge	2 sessions as S&T Judge, CJ, Starter, Deck Ref., Admin. Ref or Meet Referee at an OQM**
N2 and N3 Chief Judge	2 sessions as CJ, Deck, Admin or Meet Referee at an OQM** (also covers S&T)
N2 and N3 Starter	2 sessions as Starter at OQM**(also covers S&T)
N2 and N3 Deck and Admin. Referee	2 sessions as Deck Ref, Admin Ref. or Meet Referee at an OQM** (also covers S&T and CJ)

* At least 4 sessions must be worked at an OQM for any evaluation to be valid. Not all sessions have to be in the evaluated position, provided the minimum required evaluation sessions are worked in the position.

** There is also a participation requirement of working as an official at two OQM's in the 24 months prior to application, at least 4 sessions in each, to re-certify at an N2 or N3 level or to advance to N3 in any position. Only one National Championship Meet may be used as part of the OQM participation requirement in a 24-month certification cycle.

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EVALUATION PROCEDURES AND GUIDELINES:

- National Evaluators may give only one passing N3 evaluation to an official advancing in the same position within a 24-month period. Evaluators may re-evaluate an official who was not given a passing evaluation.
- Certification and Re-certification evaluations for multiple positions may be completed at the same meet provided the minimum number of full session for each position was met.
- Evaluators may participate as an official at an OQM provided the number of candidates for advancement is limited to allow fair and objective evaluation and interaction. A maximum of 3 candidates per session is suggested for Evaluators with other duties. A maximum of 6 candidates per session is suggested for Evaluators with no other duties.
- National Evaluators may suggest additional sessions during re-certification for an official to demonstrate proficiency at a position after counseling.
- All National Evaluators are required to be current on national officiating procedures and are expected to be available for instruction, clinics briefings, presentations, demonstrations, clarification of issues and mentoring related to the art of USA Swimming officiating. Please remember that National Deck protocol and jurisdictions will vary depending on the meet.
- National Evaluators are also expected to:
 - Protect the integrity of the certification program without being unreasonable. Remember; a passing Final N3 evaluation is an **unqualified recommendation** from you to the National Officials Chair and VP Operations that the official is ready to assume that position on the National Championship deck!
 - Provide meaningful feedback on the process; and
 - Participate in formal or informal forums or discussions at National Meets, Convention, Officials Committee meetings, conference calls, or via email.
- Evaluators should only evaluate those officials who have submitted requests as required in the meet information. Requests for evaluations for “education” purposes can be accommodated if there is capacity. All meets approved as an OQM are expected to aim for similar protocol and officiating standards as maintained on a National Championship deck. Evaluators are encouraged to work with the Meet Referee and meet management to achieve the higher standards; however, responsibility for the meet remains with the Meet Referee. If an OQM is not run as expected, evaluators may further limit the level of evaluations given, if any, and submit a report to the National Officials Committee.
- National Evaluators are NOT responsible for determining whether an official has met all of the other requirements for advancement or re-certification or for collecting and forwarding applications. Submission of applications is the official's responsibility. The National Officials Committee reviews applications for compliance with the program.
- National Evaluators approved to give Initial or FINAL N3 evaluations may earn position re-certification evaluation, participation, education and mentoring credit for their own re-certification by accomplishing the following:
 - Full-time National Evaluator (including prompt completion of reports) at 2 OQMs in the 24 months before expiration will satisfy (personal) requirements at all positions.
 - Full-time National Evaluator at one OQM will satisfy the evaluation, education and mentoring requirements, but full credit still requires working at the second OQM.
 - Up to 50% of the LSC meet participation requirement may be relieved for re-certification if National Evaluators provide the service at 3, or more, OQMs. However, all N2 and N3 officials and Evaluators are still required to meet their LSC's re-certification requirements to maintain their status, regardless of any relief given by the National Officials Committee.
 - It is suggested that National Evaluators request periodic evaluation by a National Evaluator:
 - in the S&T Judge position to demonstrate maintenance of skill and the importance of the position, and
 - in the Starter position, if N2 or N3 certified.
 - Only one National Championship meet may be used in each 24 month cycle for Qualifying Meet participation credit.