



## **REFEREE ASSESSMENT PROCESS**

### **INSTRUCTIONS**

The Referee Evaluation Form is to be used as part of the formal Referee assessment process for those being evaluated for both Level IV and Level V certification. The Physical Setup of the Pool checklist and Stroke Briefing documents are to be used in support of the Referee assessment process. Those who are being evaluated should go to the Swimming Canada Officials' website and review the evaluation form. It is recognized that some regions across Canada do not have the facilities or meets available for evaluation purposes. Additionally, large distances may be involved to get to meets. This pathway should be structured to meet the needs and constraints of each province. It will therefore be the responsibility of each of the Provincial Officials' bodies to determine how exactly certification will be achieved, provided it is done pursuant to Swimming Canada Officials' Certification Pathway and this document. However, it is recommended that, and where possible:

- Level IV candidates be evaluated at a heats and finals meet outside of their region by an evaluator outside of their region/pool.
- Level V candidates should be evaluated at either a provincial or high level championship heats and finals meet.
- Evaluators of Level V candidates should not be that candidates' mentor.
- Separate forms may be completed for each session of evaluation and multiple evaluations may take place at the same meet.
- Once that day's evaluation is reviewed, completed and signed by the evaluator and candidate, copies are to be provided to both the candidate and the Provincial Officials' Chair/Delegate at or before the end of the meet for processing.
- No pins shall be given out until all evaluations, reviews and approvals are completed, including, in the case of Level V, final approval by the OCRC. This will also include ensuring the Officials' database for that official is fully updated.
- The Referee Evaluation Form should also be used by those in the development phase as a tool for discussion with mentors and for self-evaluation.

### **Level IV – Green Pin**

In order to be certified as a Level IV swim official in Canada and per the Swimming Canada Officials' Certification Pathway (<https://www.swimming.ca/en/certification/>), an official must do the following:

- A. Successful completion of the following requirements:
- i. Any outstanding certifications for remaining Level II positions, obtaining two successful deck evaluations in the position as noted under Level II;
  - ii. Referee Clinic (please review **Note** below in regards to this clinic);
  - iii. Experience as a Referee at a minimum of five sessions. It is recommended that these 5 sessions take place at different competitions in different pools and pool configurations;
  - iv. Conduct a minimum of two different Level II officials clinics within the year of application under the supervision of a Level V official (official must be certified in the position for the clinic they are presenting);



- B. Complete one year of active service as a Level III official working a variety of positions, which shall include a minimum of two sessions as a Stroke Judge and/or Inspector of Turns;
- C. Obtain the approval of the Provincial Officials' Chairperson or their delegate to be evaluated and have two successful evaluations, as per the appropriate Provincial Policy, in the position of Referee by a Level V official. It is recommended provinces implement a mentoring process whereby Level III officials receive formal mentor assessment(s), by Level V officials, prior to request for evaluation.

**Note:** The Referee Clinic may be taken prior to the official having taken all other clinics and becoming certified in each position, at the discretion of the Provincial Officials' Chair or Delegate. However, an official will not act in the capacity of Referee until all clinics are completed and certifications have been received. Completing the requirements for Level IV (A&B), with the exception of the above note on completing certifications and acting in the capacity of Referee, may happen simultaneously or in any order. The one year of active service begins following the achievement of Level III.

### Level V – Blue Pin

In order to be certified as a Level V swim official in Canada and per the Swimming Canada Officials' Certification Pathway (<https://www.swimming.ca/en/certification/>), an official must do the following

- A. Complete a minimum of one year of active service as a Level IV official;
- B. Organize, conduct and/or supervise\* a minimum of two different Level II clinics within the year of application;
- C. Work a minimum of two sessions at a Swimming Canada national competition in any position, after becoming a Level III official;
- D. Obtain the approval of the Provincial Officials' Chairperson or their delegate to be evaluated and have two successful evaluations as a Referee, or once as Referee and once as Starter, by a Level V official. It is recommended provinces maintain the mentoring process whereby Level IV officials continue to receive formal mentor assessment(s), by Level V officials, prior to request for evaluation;
- E. Submit the completed Level V Official Certification Form to the Provincial Officials' Chairperson. If the Provincial Officials' Chairperson is satisfied that the candidate has met all requirements, the candidate's Level V Official Certification Form will be submitted to Swimming Canada for Officials, Competitions and Rules Committee (OCRC) approval. If the OCRC approves the candidate, they are then certified as a Level V Master Official. A congratulatory letter and Master Official certificate will be sent to the candidate with a copy forwarded to the Provincials Officials' Chairperson.

Notes: Completing the requirements for Level V (A, B, & C) may happen simultaneously or in any order.

\* Supervision shall mean: presence throughout the duration of the clinic

### Notes for Evaluator

The attached checklist should include all of the competencies required when evaluating a Level IV and Level V candidate. A Level IV candidate may require some assistance and guidance going through the evaluation process. A Level V candidate will have a firm grip on all of the competencies in the checklist and therefore assistance or guidance will be minimal. The first evaluation should be discussed with the candidate at the end of the session with a focus on improvements that can be made. During the first evaluation, the evaluator may also provide some mentorship to the candidate. The second evaluation should be conducted with the evaluator observing only. At the end of the second evaluation, the evaluator and candidate will discuss the evaluation and sign-off.