



**WELCOME TO THE 2012  
PACIFIC SWIMMING  
OFFICIALS CLINIC**

# AGENDA

8:30 a.m.	Registrations	
9:00 a.m.	Welcome & Introduction	Joe Woo
9:10 a.m.	New Officials Policies	Joe Woo
10:00 a.m.	Referee Clinic	Ron Van Pool
12 noon	Lunch	
1:00 p.m.	Starter Clinic	Tom Farris Larry Lunsford
2:00 p.m.	Stroke & Turn Clinic	Anneliese Eggert Gerry Ng

# New Officials Policies

- Background
- Training
- Certification
- Advancement
- Meet Assignment
- Performance Feedback

# Background

- Issues raised in previous years
  - Quality in Officiating
    - Consistency
  - Communication
    - Expectation
    - Feedback
  - Training
    - Opportunities
    - Uniformity
  - Shortage of Officials
    - Recruiting
    - Retaining



# Overview of Plan

- Goals
  - improve/maintain the overall quality of officiating across Pacific Swimming
- The Approach
  - achieve consistency by a adapting
    - a uniformed training approach
    - a formal certification and recertification program
    - a meet assignment policy
  - provide more systematic training and retraining opportunities
  - establish minimum requirements for advancement and formalize an objective process that involves the individuals
  - encourage continuous improvement and active participation by making them part of advancement criteria
  - improve communication to assist officiating skill development by providing performance feedback

# Training Plan

- Goals
  - provides a coordinated year-round officials training schedule
  - provides formal classroom clinic and deck training with consistency across the LSC
  - meets minimum USA Swimming/Pacific Swimming officials certification requirements
  - provides separate certification and recertification sessions

# Training Plan

- Formal classroom training - first time **certification**
  - Successful completion of classroom training is required for all level 1's as part of the certification process
    - Special requirements for year 2000: All level 1 and 2 are required to attend the full **certification** clinics
  - Stroke & Turn sessions every 3 months
  - Referee and starter (separate sessions) every 4 months
  - Coordinate sessions to provide adequate geographical coverage for the year
  - Publish and maintain an up-to-date schedule on the Pacific Swimming web site (Officials section)

# Training Plan

## Formal classroom training - Preliminary Schedule

	CERTIFICATION			RECERTIFICATION		
	S & T	STARTER	REFEREE	S & T	STARTER	REFEREE
January	PC - 1/8[1] Zone 1S - 1/29[2]	PC - 1/8[1] Zone 1S - 1/29[2]	PC - 1/8[1] Zone 1S - 1/29[2]			
February	Zone 1N - 2/5[2] Zone 2 - 2/6[2]	Zone 1N - 2/5[2] Zone 2 - 2/6[2]	Zone 1N - 2/5[2] Zone 2 - 2/6[2]			
March	Zone 3 - TBD[2] Zone 4 - TBD[2]	Zone 3 - TBD[2] Zone 4 - TBD[2]	Zone 3 - TBD[2] Zone 4 - TBD[2]			
April	Zone 2 - TBD[1,2] Zone 3 - 4/8[1,2]				Zone 1S - TBD	
May		Zone 1N - TBD[1,2]				Zone 3 - TBD
June			Zone 1S - TBD[1,2]	Zone 2 - TBD		
July	Zone 1N - TBD[1,2] Zone 4 - TBD[1,2]				Zone 4 - TBD	
August						
September		Zone 2 - TBD[1,2]		Zone 1N - TBD		
October	Zone 1S - TBD[1,2] Zone 3 - TBD[1,2]				Zone 3 - TBD	
November			Zone 3 - TBD[1,2]			
December						

Updated schedule to be posted on Pacific Swimming Officials web site

# Training Plan

- Formal classroom training - first time **certification**
  - Trainers Qualifications
    - Level 4 and above (or Level 3 with training background)
    - Good communication and/or presentation skills
    - Certification is current
    - Training sessions may be counted toward recertification requirements (see Recertification Requirements)
  - Class materials
    - USA Swimming Rules & Regulations
    - USA Swimming Officiating Handbook
    - Certification Tests
    - Training Video
    - Standard Pacific Swimming Officials Course Handouts

# Training Plan

- Formal classroom training - **Certification** Contents
  - Session 1
    - Introduction (attitude & general philosophy)
    - Rules and Regulations
    - Training Video (if available)
    - Other Officials Responsibilities
    - Performance Evaluation and Advancement
  - Session 2
    - Certification Tests (Open Book or Take Home)
    - Discussion of Results
  - Total duration is expected to be approx. 4 hours

# Training Plan

- Formal classroom training - Recertification
  - Standard Course Outline
    - Introduction (general philosophy)
    - Review recent rule changes
    - Open discussion on issues
    - Recertification Tests (Open Book or Complete at home prior to clinic)
    - Discussion of Answers
  - Class duration is expected to be approx. 1 hour
  - May be conducted between Trials and Finals or split sessions
  - Required for all officials seeking recertification
  - Pacific may hold recertification clinic between trials and finals of Age Group Championship and/or Far Western Championship

# Training Plan


- On Deck Training - **Certification**
  - Training Meets
    - Zone chairs designated a minimum of 3 zone meets to be training meets for deck referees and starters with a specific number of positions available for any level 1 to apply
    - All zone meets allow S&T trainees to walk-on
  - Trainers
    - Qualification - Level 3 and above
    - S&T trainer is assigned by Zone chairs to each zone meet (more than one may be required on large dual-course meets)
    - Deck Ref and Starter trainers are assigned by Head Ref
    - Trainers may count training sessions toward recertification
    - Provide performance feedback to trainees and Head Ref. after each session

# Certification Policy

- Minimum Requirements for **Certification** Consideration
  - Stroke & Turn
    - Must complete formal classroom training within one year
    - Must complete a minimum of 4 on-deck training sessions with a trainer within one years
  - Starter
    - Must complete formal starter classroom training and complete at least 6 on-deck starter training sessions within two year
    - Must be a certified level 3 or above Stroke & Turn judge
  - Referee
    - Must complete formal referee classroom training and complete at least 6 on-deck referee training sessions within two years
    - Must be a certified level 3 or above Stroke & Turn judge

# Certification Policy

- **Certification Process**

- Upon meeting the minimum requirements, a trainee may initiate the certification process by informing the Meet Referee that he or she wish to be evaluated for certification on a particular meet by filling out a “Request for Evaluation” form 
- The Meet Referee will verify the officials record card
- The Meet Referee may choose to do the evaluation personally or delegate to a senior official (level 4 and above)
  - Usually a Head S & T or Head Starter for S & T and Starter applicant, respectively
- The Meet Referee will provide evaluation results to the applicant at the end of the session
  - If satisfactory, the referee will sign the request form recommending certification and forward to the zone officials chairperson
  - If not, inform the applicant as to areas that need improvement
  - Head Referee will Include certification results as part of officials report to Zone officials chair & Pacific Swimming officials chair

# Certification Policy

- Recertification Process
  - Stroke & Turn
    - Must complete formal classroom S&T recert. training once every two years
    - Must work a minimum of 4 sessions as S&T per year
  - Starter
    - Must complete formal classroom starter recert. training once every two years
    - Must work a minimum of 4 sessions as starter per year
    - Must maintain S&T certification
  - Referee
    - Must complete formal classroom referee recert. training once every two years
    - Must work a minimum of 4 sessions as referee per year
    - Must maintain S&T certification

# Advancement Policy

- Level 1 (Trainee)
  - An individual is designated as level 1 upon completing the first clinic session or on-deck training session for the position
- Level 2 (Independent)
  - An individual is advanced to level 2 as soon as he or she is certified for that position
- Level 3 (Experienced)
  - Must held a level 2 position for a minimum of 1 year and worked a minimum of 6 sessions of sanctioned meets per year
  - Must receive recommendation for advancement from two different Head Referees
- Level 4 (Zone Leadership)
  - Must held a level 3 position for a minimum of 1 year and worked a minimum of 6 sessions per year (with at least one Head position)
  - Must receive recommendation for advancement from three different Head Referees and approved by Zone Officials Chair
- Level 5 (Pacific Leadership)
  - Must held a level 4 position for a minimum of 1 year and worked a minimum of 6 sessions per year (with at least one Head position at a Pacific level meet)
  - Recommended by Zone Officials Chairs and approved by Pacific Officials Committee


# Advancement Process

- To be initiated by the individual seeking advancement
- Upon meeting the minimum requirements for consideration for advancement, the individual can fill out a Request for Evaluation form and submit to the Meet Referee on the meet that he or she will be working on the particular position to be evaluated for advancement
- The referee may choose to designate an individual (Head S&T or Head Starter) to assist in the evaluation throughout the course of the meet
- Upon completion of evaluation, the Head Referee will complete the advancement request form and send to Zone Officials Chair along with the other officials evaluation forms
- Other than the normal performance feedback (see section under Performance Feedback), the referee should not discuss the advancement recommendation with anyone at or after the meet (other than the Zone Officials Chair)
- Upon receiving the required number of recommendations, the Zone Officials Chair will provide written notice to the official seeking advancement - specific reasons and area to improve must be included in the event of “not approved”
- A six-month period and/or working on a minimum of 4 swim meet sessions as starter must have transpired before the individual is eligible to reapply for consideration for advancement. The Zone Officials Chair has the option to modify the waiting period as well as the number of evaluation meets required for an official to reapply for advancement based on the individual’s situation.

# Meet Assignment Policy

- Non-Head Positions
  - Must be a Level 3 or above for Pacific level meet assignment
- Head Stroke & Turn
  - Must be a Level 3 or above S&T
  - For Pacific level meet, must have worked as Head S&T or assistant Head S&T for an equal or higher level meet in the preceding years
- Head Starter
  - Must be a Level 3 or above Starter for B meet and a Level 4 or higher for A+ meet
  - For Pacific level meet, must have worked as Head Starter for a Zone or Pacific level meet in the preceding years
- Head Referee
  - Must be a Level 3 Referee for B meet and a Level 4 or higher for A+ meet (previous experience as administrative referee recommended)
  - For Pacific level meet, must have worked as an Administrative Referee or Head Referee for an equal or higher level meet in the preceding years

# Performance Feedback

- Trainees
  - Will receive performance feedback from Head Referee or designated trainer immediately after each training session where possible 
  - Head referees are responsible to send a copy of the performance evaluation form to the trainee and the Zone Officials chair
- Level 2 and above
  - Head Referee shall provide oral performance feedback near the end of the last session of the meet (may delegate to Head S&T and Head Starter) where possible
  - Existing officials evaluation form should be used
    - **Important** - Evaluation (scoring) should be strictly based on performance - regardless of current level
  - A composite evaluation report will be provided to all officials at the end of the year
- Advancement Performance Evaluation
  - Written evaluation will be provided to the individual by the Zone Officials Chair upon completion of on-deck evaluation process

# What's Next

- Post training materials on the Pacific Swimming web site
- Update training schedule and post on web site
- Conduct clinics and training meets as planned
- Complete Referee course training materials by the end of February 2000
- Evaluate the Process for Continuous Improvement
  - The Officials Committee will meet in mid-year to evaluate the process
  - Comments and suggestions are welcome from all
    - Submit to your zone chairperson or to me [ email: woo@home.com ]
- Officials Recruitment and Retention Plan
  - Solicit ideas within the next three months
  - Expect to come up with a plan no later than mid-2000

# Request for Evaluation Form

**Pacific Swimming Officials Request for Evaluation Form**

Applicant: please fill out the following and submit to Meet Referee:

\_\_\_\_\_  
Last Name                      First Name                      Zone

\_\_\_\_\_  
Home Phone                      Email

*This application is for (check one):*

Certification (level 2)       Advancement to level  3     4

*For the following position (check one):*

Stroke & Turn     Starter     Referee

*I have met all the requirements for submitting this request for Evaluation.*

\_\_\_\_\_  
Applicant Signature                      Date

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Meet Referee: please fill out the following and send to Zone Chair:

Recommend Approval

Recommend Disapproval

Reasons (Must be filled out for disapproval recommendation):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Meet Referee (Print)                      Signature                      Date



# Performance Evaluation Form

## Pacific Swimming Officials Performance Evaluation Form

Trainee: please fill out the following and submit to Meet Referee:

\_\_\_\_\_  
Last Name                      First Name                      Zone

\_\_\_\_\_  
Home Phone                      Email

*This Evaluation is for the following position (check one):*

Stroke & Turn     Starter     Referee

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Evaluating Officials: please provide written comment for each category below:

Knowledge of the Rules

\_\_\_\_\_

Positioning

\_\_\_\_\_

Reliability

\_\_\_\_\_

Attitude

\_\_\_\_\_

Other comments

\_\_\_\_\_

\_\_\_\_\_  
Evaluator (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

