



## LSC Evaluation Form: Administrative Official/Referee

Official's Name (print neatly): \_\_\_\_\_ Club: \_\_\_\_\_ Zone \_\_\_\_\_ Date: \_\_\_\_\_

Current LSC Level: \_\_\_\_\_ Evaluation # 1 2 3 4 Evaluation Completed by: \_\_\_\_\_

Meet Referee: \_\_\_\_\_ Meet: \_\_\_\_\_

3 = Excels at Standard / 2 = Meets Standard / 1 = Does Not Yet Meet Standard; Needs Additional Training / Blank = Not Observed Official will be considered ready for advancement when a 2 or 3 is achieved in every category.		
Category	Description	Rating
<b>Knowledge of Rules</b>	Knowledge/understanding of current USA rules and procedures. Consistency and uniformity in the application of rules and procedures.	
	Familiarity with the meet information package.	
<b>Communication</b>	Ability to communicate in an accurate, clear, and precise manner with fellow officials, athletes, coaches, meet management, and spectators.	
<b>Record Keeping, Forms, and Reports</b>	Perform and manage the supervision of time confirmations, adjustments and heat failures accurately.	
	Able to manage the flow of paperwork.	
	Able to support and/or train the clerk of course and any office volunteers.	
<b>Meet Operations</b>	Effectively manages check-in, scratches, accurate seeding of events.	
	Proactively addresses arising issues: splitting heats; adding athletes to heat, unexpected scratches, etc.	
<b>Timing System</b>	Familiarity with timing system output in order to get fair and equitable times for all swims.	
<b>Attitude/Poise</b>	Maintain a patient and positive attitude.	
	Interacts effectively with the Meet Referee, coaches and other meet officials.	
	Effective teammate who follows instructions of lead Administrative Referee and Meet Referee.	
<b>Reliability</b>	On time to all Officials Briefings.	
	Shows up when expected and ready to work.	
	Keeps Meet Management informed.	
	Can be counted on to be helpful as directed.	

Comments: \_\_\_\_\_

Meet Referee Signature: \_\_\_\_\_



## LSC Evaluation Form: Meet Referee

Official's Name (print neatly): \_\_\_\_\_ Club: \_\_\_\_\_ Zone \_\_\_\_\_ Date: \_\_\_\_\_

Current LSC Level: \_\_\_\_\_ Evaluation # 1 2 3 4 Evaluation Completed by: \_\_\_\_\_

Meet Referee: \_\_\_\_\_ Meet: \_\_\_\_\_

3 = Excels at Standard / 2 = Meets Standard / 1 = Does Not Yet Meet Standard; Needs Additional Training / Blank = Not Observed Official will be considered ready for advancement when a 2 or 3 is achieved in every category.		
Category	Description	Rating
<b>Knowledge of Rules</b>	Knowledge/understanding of current USA rules and procedures. Consistency and uniformity in the application of rules and procedures.	
	Familiarity with the meet information package.	
<b>Communication</b>	Ability to communicate in an accurate, clear, and precise manner with fellow officials, athletes, coaches, meet management, and spectators.	
<b>Record Keeping, Forms, and Reports</b>	Manage the supervision of time confirmations, adjustments and heat failures accurately.	
	Able to manage the flow of paperwork.	
	Able to support and/or train the clerk of course and any office volunteers.	
<b>Meet Operations</b>	Effectively manages all aspects of the meet.	
	Proactively addresses arising issues, such as challenges to DQs, complaints, coaches meetings, safety, timelines, equipment, registrations, and emergencies. "The buck stops with the MR."	
	<b>Attitude/Poise</b>	Maintains and models a calm, patient, and positive attitude at all times.
	Interacts effectively with all Meet Personnel, Coaches and other Meet Officials.	
	Effective teammate who provides consistent leadership.	
	Delegates effectively.	
<b>Reliability</b>	On time to all meetings.	
	Shows up when expected and ready to work.	

Comments: \_\_\_\_\_

Meet Referee Signature: \_\_\_\_\_

Recommend for Advancement: Yes No



## Evaluator Expectations

1. Evaluations shall be performed by an Officials Committee approved evaluator.
2. Provide a rating (1, 2, or 3) for every category based on the Evaluation Form and the more specific advancement criteria listed on the Advancement Criteria Form.
3. Leave blank if not observed, but do your best to observe each criteria. If blank category are reported, advancement will be at the discretion of the Zone Chairs.
4. Ensure the Official has reviewed the language shown on the Evaluation Form and the Advancement Evaluation Form.
5. Give specific feedback on day 1 of the Meet, especially any areas that appear to be a 1. Then evaluate on day 2 based on how the official responded to your suggestions.
6. Evaluator must be mindful to take time to observe all aspects of the Evaluation Form if possible.

Remember: RATINGS ARE BASED ON THE LEVEL THE OFFICIAL IS WORKING TO ACHIEVE.  
(See level-specific descriptions on the Advancement Criteria Form)