

# **Evaluation Procedures and Guidelines**

The purpose of the National Certification process for USA Swimming officials is to ensure high quality officiating consistent with the National Standards. The process will achieve and maintain the requisite knowledge, skills, experience, qualities and participation of each individual USA Swimming official. Evaluators should provide education, mentoring and constructive feedback to improve and retain officials, as needed.

## **Evaluator Responsibilities**

1. Only those evaluators approved for an Officials Qualifying Meet (OQM) have access to the Officials Tracking System (OTS) to enter evaluations.
2. Prior to the meet, ensure that each official requesting evaluation for advancement has current certifications required for the evaluation as described on the National Officials Certification Summary.
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). Use the checklist as the standard guideline when evaluating each official.
4. Provide education, mentoring and assistance to the official early in the evaluation process to improve and motivate, allowing for newly-learned information and techniques to be successfully implemented.
5. Make sure each evaluated official understands that they will have to go online and apply for National Officials Certification if they are eligible to advance or recertify in a position.  
  
Also make sure they know where to find the application on the "Officials Tracking" page and that they are aware of the Certification and Recertification Summaries, "FAQs" and other documents on the "Certification" pages and the documents available on the "Training Resources" pages of the "Officials" section on the USA Swimming web site.
6. At the conclusion of the OQM, complete the on-line OTS evaluation for each official that you evaluated. If possible, print and hand a copy of your evaluation to the official and review it with him or her. 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.
7. The Meet Referee is responsible for ensuring that the OTS is completed for all officials evaluated at the meet.



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- National Evaluators may give only one passing N2 or N3 evaluation, within a 24-month period, to an official advancing in the same position.
- Certification and Re-certification evaluations for multiple positions may be completed at the same meet provided the minimum number of full sessions 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. While the maximum limits may vary from evaluator to evaluator it is recommended that an evaluator limit the number of candidates per session to three (3) when also acting as an official for the meet. When acting strictly as an evaluator, it is recommended that an evaluator limit the number of candidates per session to six (6).
- An evaluator should also consider the combination of positions being evaluated in a session. For example, when evaluating starters and deck referees, an evaluator will likely be able to handle more candidates than if it was stroke & turn judges and admin referees. Certain combinations of positions will contribute to how many evaluations can be done at a given session.
- National Evaluators are also expected to:
  - Represent USA Swimming in a professional manner to mentor and motivate fellow officials;
  - Evaluate officials to ensure the official is ready to work that position on the Sectional/Zone deck (N2) or National Championship deck (N3); this includes the official knowing the rules, the position protocols/procedures and demonstration of a team orientation.
  - Provide meaningful feedback on the process; and
  - Continue their own education through participation in formal or informal forums and discussions at National or other high level meets, Convention, meetings, clinics, etc.
- Evaluators should give priority to those officials who have submitted a request. Requests for evaluations when you arrive at the meet should only be accepted if you have the capacity to do a complete and effective job. Otherwise the evaluation could be for “education” purposes only.
- Responsibility for the meet remains with the Meet Referee.
- National Evaluators approved to give Initial or Final N3 evaluations may earn their own re-certification evaluation, participation, education and mentoring credit by accomplishing the following:
  - Full-time National Evaluator (including prompt completion of reports) at three OQMs in the 36 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 two additional OQMs in the 36 months before expiration.
  - It is suggested that National Evaluators request periodic evaluations by a National Evaluator:
    - in the S&T Judge position;
    - in the Starter position, if N2 or N3 certified.

All Evaluators should keep their records of all evaluations for at least three months following each evaluation in the event that further questions arise regarding the evaluation.

