

The Swim Ontario Officials Committee recognizes that ongoing feedback, mentoring, and assessments is important to the development of all officials. The attached form is part of the deck evaluation for Starters and Level V certification. It is also intended to be used on an ongoing basis for Starters to assess their competencies/skills and/or to receive feedback from a mentor Referee.

How to use the evaluation tool:

Developing Starter

1. After each session you are a Starter, take a moment to reflect on the session. What skills and competencies did you need to use? Of those, which ones came easy to you and which ones seemed more difficult. Are there competencies you did not get to use? What areas do you feel are your strengths? What areas do you feel more development is needed in?
2. When a mentor is in place, take the time to sit with them after the session and have a conversation about what went well and what challenges existed. What might you handle differently? What additional information did you need that was not readily available to you?

Mentor / Evaluator for Starter

1. Ensure a copy of the evaluation form has been provided to the developing starter.
2. Throughout the session that you are observing or evaluating watch which competencies the starter has been able to use and demonstrate. Make a note of those that could not be observed in the session. As a guideline, these are typical observations that may be observed during the session:
 - Cleared lanes at the appropriate time
 - Can comment on each start (wobbles, settling, etc)
 - Relationship and communication with the referee during the session
3. Review the template with the starter together. Encourage a conversation and dialogue around the various competencies/skills. Ask the starter: What things went well? How did you feel about the session? What challenges did you experience? What additional support would assist you in your development? With the starter decide upon a plan for continued development.
4. During a formal evaluation, ensure the form is signed and the Official's Certification Card is also signed if successful.
5. The notes on page 2 are meant as additional working notes or feedback to the candidate. They do not form part of the official documentation.

Competency: Check mark in the box indicates that the candidate can perform the skill satisfactorily. If mentor / evaluator feels additional practice is required to reach an adequate level on the deck, the "Comments" section should be used to provide direction to the Candidate. Comments may also be used to indicate the skill was performed with more than acceptable ability.

Notes:

Starter Assessment

Candidate			
Official's Name:		Arrival Time:	
Official's Level:		Club:	
		Dress Code:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Competition Details			
Name of Meet:		Date:	
Session Description:	<input type="checkbox"/> SC	<input type="checkbox"/> LC	<input type="checkbox"/> Prelims
	<input type="checkbox"/> Single Ended	<input type="checkbox"/> Double Ended	<input type="checkbox"/> Timed Finals
Session Timeline:	# of events	# of Swimmers	<input type="checkbox"/> Finals
	Interval	Number of Starts	<input type="checkbox"/> Electronics
Mentor / Evaluator			
Name:		Region:	

Before the Competition:	Competent	COMMENTS
Arrived on time	<input type="checkbox"/>	
Checked location and tested starting equipment	<input type="checkbox"/>	
Worked with referee to determine best view of starts	<input type="checkbox"/>	
Checked recall rope and tested release mechanism	<input type="checkbox"/>	
Ensured speakers were loud enough to be heard by all swimmers	<input type="checkbox"/>	
Reviewed all procedures on starts and signals with the Referee	<input type="checkbox"/>	
Reviewed any required D/deaf or Hard of Hearing starts	<input type="checkbox"/>	
During the Competition:	Competent	COMMENTS
Displayed proper posture on podium / deck	<input type="checkbox"/>	
Used a clear and calm voice for the start	<input type="checkbox"/>	
Was in control of each start until a good start was achieved	<input type="checkbox"/>	
Established good cadence, timing, and rhythm for each start	<input type="checkbox"/>	
Held the swimmers appropriately	<input type="checkbox"/>	
Ensured that all starts were fair	<input type="checkbox"/>	
Conversed with referee regarding for any outside interference at the start (camera flashes, whistles, noise from stands)	<input type="checkbox"/>	
Awareness of other starter (double-ended/chase format)	<input type="checkbox"/>	
Maintained contact with the referee after the start start (I.e. eye contact with referee after each start or if adjacent, warning referee if board hasn't been advanced, ensuring clock is running, confirming empty lanes, etc.)	<input type="checkbox"/>	
Displayed confidence as a Starter	<input type="checkbox"/>	

Starter Assessment

After the Competition:	Competent	COMMENTS
Debriefed with the Referee	<input type="checkbox"/>	
Had complete notes in the heat sheet	<input type="checkbox"/>	
Overall Observations	Competent	COMMENTS
Thorough knowledge of the duties of Starter	<input type="checkbox"/>	
Consistent in procedures throughout the session	<input type="checkbox"/>	
Calm and composed at all times	<input type="checkbox"/>	
Focused on duties at all times, and not distracted	<input type="checkbox"/>	
Dealt with problems appropriately	<input type="checkbox"/>	

General Overall Comments:

Candidates Comments

Candidate's signature: _____ Date: _____

Mentor / Evaluator Signature: _____ Date: _____