

## **LEVEL IV & V EVALUATION PROCESS**

Swim Alberta has developed the following Evaluation Process for Referees as a resource and guide to go hand and hand with the Certification Pathway developed by Swimming Canada.

### **LEVEL IV - GREEN PIN**

In your first year of service as a referee it is important that you gain as much experience as you can in not only referee roles, but other deck roles. This should also include working with a mentor or taking the time to observe other officials in various roles on the pool deck. It is important you are gaining experience with a number of different types of meets from one-session development meets, to multi-day meets that have heats/finals. The more diversified experience you gain as a referee and continue to gain as an official in other roles on deck, will serve positively in your development as an effective and successful Referee.

### **LEVEL IV EVALUATION PROCESS**

#### **Level 4 Evaluation 1\*:**

##### **How do I know I am ready for my 1<sup>st</sup> evaluation?:**

- Have worked a number of different meets in the capacity of referee, for different clubs, in different facilities. This includes a combination of timed finals and heats & finals sanctioned competitions. The variety of experience is as important as the number of sessions you have worked.
- You have begun to feel confident on the pool deck in the role of referee, and although you still work closely with the advisory referee, you are finding that you are able to make decisions and guide the conduct on the pool deck effectively and efficiently.
- General guideline is 6 – 12 months active experience as a referee is needed to request a first evaluation. This is different for everyone, based on experience, comfort in the role and competency in the role.

##### **What do I need to do to have an evaluation?:**

- Reach out via email to the Alberta Officials and Competition Committee Chair through email: [officials@swimalberta.ca](mailto:officials@swimalberta.ca) and request an evaluation.
- In your email, submit a list of meets that you have worked as a referee, including dates
- The first evaluation is to preferably take place at a heats and finals competition. In addition, you may suggest a sanctioned competition to have your evaluation at, keeping in mind that for this evaluation you will want to be in a facility/environment you are comfortable in.

##### **What happens after I make the request?:**

- The request is sent to the entire AOCC to review and make a determination on readiness. They may ask for additional information or clarification on what you have done.
- If the AOCC determines you are ready for a first evaluation, they will assign an evaluator and confirm a sanctioned competition in which to have your evaluation completed.

**Level 4 Evaluation 2\*:**

**How do I know I am ready for my 2nd evaluation?:**

- Have successfully completed evaluation #1.
- Have worked a number of different types of competitions, in different facilities and for different clubs since the first evaluation. The variety of experience is as important as the number of sessions you have worked.
- Your confidence level as a referee is at a level where you can easily make decisions and also know who to consult with as you work through decisions – other positions on the pool deck, including the advisory referee.
- General guideline is that 6 – 12 months active experience as a referee following your first evaluation is needed to request a second evaluation. This is different for everyone, based on their experience, comfort in the role and competency in the role.

**What do I need to do to have a 2nd evaluation?:**

- Ensure you have met all requirements on the Swimming Canada Certification Pathway for obtaining a Level 4.
- Reach out via email to the Alberta Officials and Competition Committee Chair through email: [officials@swimalberta.ca](mailto:officials@swimalberta.ca) and request an evaluation.
- In your email, submit a list of meets that you have worked as a referee, including dates.
- The second evaluation will need to occur at a heats and finals competition, preferably a Swim Alberta Championship outside of your home city.

**What happens after I make the request for my second evaluation?:**

- The request is sent to the entire AOCC to review and make a determination on readiness. They may ask for additional information or clarification on what you have done.
- If the AOCC determines you are ready for a second evaluation, they will assign an evaluator and confirm a sanctioned competition in which to have your evaluation completed.

***\*At the discretion of the AOCC, the candidate may be asked to re-evaluate in either Evaluation #1 or Evaluation #2 to ensure proper development.***

Upon completion of two **successful** evaluations in the position of referee, plus all other certification requirements outlined for Level IV, the candidate is now a certified Level IV official.

## LEVEL V - BLUE PIN

### LEVEL V EVALUATION PROCESS

#### **Level 5 Evaluation 3:**

##### **How do I know I am ready for my 3<sup>rd</sup> evaluation?:**

- Have been an active Level IV official.
- Have worked a number of different meets, for different clubs, in different facilities. This includes a combination of timed finals and heats & finals sanctioned competitions. The variety of experience is as important as the number of sessions you have worked.
- You feel confident on the pool deck and are able to make decisions and guide the conduct on the pool deck effectively and efficiently.
- General guideline is that 6 – 12 months active experience as a referee following your second evaluation is needed to request a third evaluation. This is different for everyone, based on their experience, comfort in the role and competency in the role.

##### **What do I need to do to have an evaluation?:**

- Reach out via email to the Alberta Officials and Competition Committee Chair through email: [officials@swimalberta.ca](mailto:officials@swimalberta.ca) and request an evaluation.
- In your email, submit a list of meets that you have worked as a referee, including dates. In addition, you will select a sanctioned competition to have your evaluation at.
- This evaluation must take place at a competition where a Level 5 Advisory Referee is in place.

##### **Then what happens after I make the request?:**

- The request is sent to the entire AOCC to review and make a determination on readiness. They may ask for additional information or clarification on what you have done.
- The AOCC will approve the evaluation once they are satisfied with the selection of the candidate's chosen meet.

#### **Level 5 Evaluation 4:**

##### **How do I know I am ready for my 4<sup>th</sup> evaluation?:**

- Have successfully completed evaluation #3.
- Have worked a number of different types of competitions, in different facilities and for different clubs since the first evaluation. The variety of experience is as important as the number of sessions you have worked.
- Your confidence level as a referee is at a level where you can easily make decisions and also know who to consult with as you work through decisions – other positions on the pool deck, including the advisory referee.

**What do I need to do to have a 4th evaluation?:**

- You've been an active Level IV Official for a minimum of one year.
- Ensure you have met all requirements on the Swimming Canada Certification Pathway for obtaining a Level 4.
- Reach out via email to the Alberta Officials and Competition Committee Chair through email: [officials@swimalberta.ca](mailto:officials@swimalberta.ca) and request an evaluation.
- In your email, submit a list of meets that you have worked as a referee, including dates. In addition, you will select a sanctioned competition to have your evaluation at.
- This evaluation must take place at a competition where a Level 5 Advisory Referee is in place. In your request for evaluation to the AOCC, please confirm the name of the Advisory Referee in place for your chosen meet.
- General guideline is that 6 – 12 months active experience as a referee following your third evaluation is needed to request a fourth evaluation. This is different for everyone, based on their experience, comfort in the role and competency in the role.

**Then what happens after I make the request for my fourth evaluation:**

- The request is sent to the entire AOCC to review and make a determination on readiness. They may ask for additional information or clarification on what you have done.
- This evaluation must take place at a competition where a Level 5 Advisory Referee is in place.
- The AOCC will approve the evaluation once they are satisfied with the selection of the candidate's chosen meet.

To apply for Level 5 certification, the candidate must fill out Swimming Canada's Level 5 application form and submit it to the AOCC. This document will be considered by Swim Alberta and if approved will then be forwarded to Swimming Canada's OCRC for final approval.

**NOTES**

- A "Deck Evaluation" for all positions is your second working experience on deck. You will require two deck evaluations in order to be certified in a position.
- A "Formal Evaluation" occurs when an official is evaluated by an evaluator approved in advance by the AOCC. Evaluations one and two must be with the candidate in the role of the referee. Evaluations three and four must either both be with the candidate in the role of the referee, or once in the role of the referee and once in the role of the starter. At the conclusion of the evaluation, the evaluator will provide feedback to the candidate and provide a written report to the AOCC.
- "Certified" means that the official has taken the clinic and worked a minimum of two sessions in that position – excluding Referee - during a sanctioned competition and has received approval of the Referee for successfully working the position.
- "Successful Evaluation" means a signed assessment/card for a specific position.
- A supervised clinic is any clinic approved by Swim Alberta and should be posted on the Swim Alberta website.