

## SWIM ALBERTA REFEREE EVALUATION PROCESS

Swim Alberta and the Alberta Officials and Competitions Committee (AOCC) has developed the following Evaluation Process for Referees. This pathway is supplemental to the [Swimming Canada Officials Certification Pathway](#) and is to guide the referee to be a successful referee at all levels.

A successful referee has well-rounded knowledge of all roles, can assist/mentor in all roles if necessary and has a good understanding of their roles and responsibilities. Being successful means:

- aiming towards refereeing at different kinds of competitions.
- being active in other roles. It is strongly recommended that Referees continue to be active as CJE and on the admin desk. (At national meets, referee's and starters will be placed in the role of CJE.)
- Referee alongside a variety of referee's, including those that are active at the national level.
- If aiming to be a Level IV or V Official, Referee at competitions with different clubs, at different pools or in different cities.

It is recommended that Referees volunteer for multiple days at a competition (if applicable) to officiate in roles other than referee. The AOCC will be assigning mentors to new referees as of July 2024. Current Referees who would like to work with a mentor may contact Swim Alberta.

### LEVEL IV: GREEN PIN

Two evaluations are required to become a certified level IV official. The candidate will have an assigned mentor throughout the process of working towards level IV certification. See the [Referee Mentor Program](#) for more information.

### FIRST EVALUATION

The candidate must meet the following requirements:

- Has instructed the Swimming Introduction Clinic at least once, observed by their mentor or minimally a level IV official.
- Minimally three competitions as a Session Referee. These can be any type of competitions however it is recommended that the candidate Referee at timed final events for at least two of the competitions.
- Has received feedback from their mentor from at least two of the competitions.

- Has worked in the role of the CJE for at least one session.
- Has worked in the role of Judge of Stroke for at least one session.
- Has worked at competitions hosted by at least two different clubs.
- The mentor recommends they apply for their first evaluation. Applicable for referees who have a mentor in place.
- It is recommended that the evaluation occur at a Timed Final competition, although other competitions may be considered

After the first evaluation, the candidate may be eligible to referee at Swim Alberta Festivals and Provincial Trials, provided they have experience as a Referee at heats and finals competitions.

## SECOND EVALUATION

The second evaluation must occur at a competition outside of the candidate's region at a Level 4: Provincial Series or Level 5: Provincial Competition and include both heats and finals sessions on the same day.

The candidate must meet the following requirements since their first evaluation:

- Instructed at least two-Level II clinics, observed by their mentor or minimally a Level V official.
- Minimally refereed at five competitions as a session referee.
- At least two of the competitions must be outside of their region.
- At least three of the competitions are heats and finals.
- Has received feedback from their mentor from at least two of the competitions.
- Has worked in the role of the CJE for at least two sessions.
- Has worked in the role of Judge of Stroke for at least two sessions.
- Has worked at competitions hosted by at least two different clubs.
- The mentor recommends they apply for their second evaluation. Applicable for referees who have a mentor in place.

Upon successful completion of the second evaluation, the candidate will be a certified Level IV official and eligible to referee at all Swim Alberta Provincial Competitions\*.

*\*Referees must be prepared to travel for these competitions.*

## LEVEL V: BLUE PIN

Once certified at Level IV, two evaluations are required to become a certified level V official. The candidate will have an assigned mentor, different from their first mentor, as

they work towards level V certification. See the [Referee Mentor Program](#) for more information.

### Third Evaluation (1<sup>st</sup> Level V Evaluation)

The third evaluation must occur at a Level 4: Provincial Series or Level 5: Provincial Competition and include both heats and finals sessions on the same day. It is recommended this evaluation occur at a competition hosted by a club different than the club the official is or was affiliated with.

The candidate must meet the following requirements since their second evaluation:

- Minimally refereed at five competitions as a level IV Session Referee.
- At least two of the competitions must be outside of their region.
- At least three of the competition are heats and finals.
- Has received feedback from their mentor from at least two of the competitions.
- Has worked in the role of the CJE for at least two sessions.
- Has worked in the role of Judge of Stroke for at least two sessions.
- Has worked in the role of Starter for at least two sessions.
- Has worked at competitions hosted by at least two different clubs.
- The mentor recommends they apply for their third evaluation.

### Fourth Evaluation (2<sup>nd</sup> Level V Evaluation)

The fourth evaluation must occur at a Level 4: Provincial Series or Level 5: Provincial Competition and include both heats and finals sessions on the same day. Swim Alberta recommends this evaluation occurs at the Provincial Championships. It is recommended this evaluation occur at a competition hosted by a club different than the club the official is or was affiliated with.

The candidate must meet the following requirements since their third evaluation:

- Instructed at least two-Level II clinics, observed by their mentor or minimally a Level V official.
- Minimally refereed at five competitions as a level IV session referee.
- At least two of the competitions must be outside of their region.
- At least three of the competition are heats and finals.
- Has received feedback from their mentor from at least two of the competitions.
- Has worked in the role of the CJE for at least two sessions.
- Has worked in the role of a judge of stroke for at least two sessions.
- Has worked in the role of Starter for at least two sessions.

- Has worked at competitions hosted by at least two different clubs.
- The mentor recommends they apply for their fourth evaluation.

## EVALUATION REQUESTS AND PROCESS

To apply for an evaluation, complete the [Referee Evaluation Request Form](#).

Swim Alberta will review the official's certification, deck log, and evaluation request. Swim Alberta will forward all requests that meet all necessary requirements to the AOCC for approval.

- Swim Alberta or the AOCC may ask for additional information or clarification regarding the candidate's experience.

If the AOCC approves an evaluation, Swim Alberta will assign an evaluator and confirm an appropriate sanctioned competition in which to have the evaluation completed.

At the discretion of the AOCC, the candidate may be asked to redo any evaluation to ensure proper development.

Helpful Hints for evaluations and applications

The following information is to ensure evaluation applications and evaluations are successful.

- Maintain a current deck log on the Swimming Canada Website.
- Review the Evaluation Checklist prior to an evaluation.
- Work with your mentor.
- Attend the Swim Alberta Officials PD for growth and development and updates.
- Work with a variety of referees throughout your Referee career.
- Engage in conversations whenever possible.
- Referees certified prior to June 2024, a mentor assignment does not apply to them, however, a mentor can be assigned if it is requested.

## LEVEL V CERTIFICATION

Upon successful completion of the fourth evaluation, the official will have met all the evaluation requirements to apply for Level V status.



## SWIM ALBERTA

To apply for Level V status, download the form from the [Swimming Canada Website](#). Once completed email it to Swim Alberta for approval. Once approved, Swim Alberta will submit it to Swimming Canada on your behalf.