



Tiered Referee Rating (TRR) Form

A. Documentation Process

1. **The TRR is the official assessment form used to assess Candidates to Trainee, Level 1 or 2.** Trainers may use the TRR as a training aid. Assessors will use the TRR to assess Level 1 and Level 2 candidates.
2. The PC Officiating Program has Registered Trainers and Assessors listed in the Officiating Database. **Only those listed in the database may perform these tasks.**

B. Assessments and Submitting the TRR

Please note: the Provincial Head Referee or Representative (PHR) or Regional RTC may adjust their responsibilities slightly to work within the system. Both need to be aware of all assessments.

1. The Assessor must **submit a fully completed TRR form plus the Visual Acuity form in one email to your PHR.** All TRR's are to be submitted to the PHR including those which are unsuccessful.
2. The Assessor must **verify the Candidate's online test scores** (by viewing the Candidate's email confirmation or a hard copy) and **record all test results** on the TRR (Player, Referee, Best Practices, and Line Judge). The test scores are **NOT** submitted to the Database Coordinator.
3. **ID badges for successful candidates** are ordered once per month (usually around the end of the month) by the database coordinator.

C. Before the Assessment (requirements for Candidates)

1. **The Candidate must have on-line test results and visual acuity submitted to the Assessor before the assessment takes place.**
2. **The Candidate** must print and complete the TRR prior to assessment. They must complete the **contact information section**, plus **address** on the second page.



3. **Name, email, and cell number must be legible** and correct.
4. **PCO number must be entered.** If they have a USA Pickleball Membership, ensure the number and expiry date are recorded.

D. Other Completion details

1. **Home Region:** West/Central/East
 - a. **Primary Residence:** Provincial abbreviation - 2 letters
 - b. **Country:** CAN
2. **Test Results:** All 4 tests must be dated within 30 days before the assessment date and in the current year. Candidates must forward the emails with the test results, not a screenshot. In Canada the candidate must achieve 80% for Level 1, and 90% for Level 2. To be entered into the US Database the requirement is 90% for both L1 or L2.
3. **Visual Acuity:** must be within 12 months prior to assessment date. Assessors are NOT to perform an assessment without the Visual Acuity Form. The visual acuity can be done by any medical professional.
4. **Training hours** – circle appropriate number (6 for L1, 10 for L2, includes zoom, classroom, court time).
5. **Matches refereed** – can include a mix of Recreational or tournament matches (10 matches for L1, 30 matches for L2).

E. Dress Code during Assessments

1. Assessments are a PC sanctioned activity. Dress code is to be followed as per [PCO REFEREE Dress Code EN.docx](#)
2. **Candidates:** White shirt, PC or Provincial Shirt, black bottoms, black/white shoes, white hat, current credentials.
3. **Assessors:** PC white shirt or Provincial Shirt, black bottoms, black/white shoes, white hat, current credentials.

F. Assessment Paperwork Process



1. Assessment Date (top of page 1): If over 2 dates, record the most recent date. **Ensure the top section has been completed accurately (see above under the Candidate's requirements), and address is entered on page 2.** Ensure test scores and visual acuity are supplied BEFORE assessment.
2. After the assessment is complete, email complete information to your PHR. The PHR will review the TRR and will forward the verified TRR to the Regional RTC and Database Coordinator.

Include:

- a. **Email Subject: Candidate's first and last name and level achieved. (e.g. Sam Smith Level 1)**
 - b. **Attach:** Completed legible TRR, either a scanned document or pictures of each page (can be one or two documents)
 - c. **Attach:** Completed Visual Acuity Form emailed as a separate document in the same email.
3. The Assessor will keep all printed documents in case they are needed later. The Candidate can take a picture.
 4. If the Candidate has a USA Pickleball Membership Number and expiry date listed on their TRR, the PC Referee Database Coordinator will contact the Candidate before submitting their info to the US database. The Assessor does NOT submit the TRR form to USA Pickleball.

G. The Assessment

1. The assessment may occur at a tournament, recreational game or practice session that fully complies with the USA Pickleball Rulebook – Global Pickleball Federation Edition. L1 assessments must be conducted by a Registered Assessor, preferably 2 assessors.
2. For Level 2, the Lead Assessor must also be a Certified Referee. **The PHR or the Regional RTC may assign the Assessor(s).**
3. Assessors or a designated "scorekeeper" should keep score. Their scoresheet will be compared to the Candidate's scoresheet at the end of the match.



- a. **Level 1** – assessments will include a minimum of two doubles games. These can be 2/3 or 1 to 15. All categories on page 1 must be assessed, either on-court or verbally.
 - b. **Level 2** – assessments will include a minimum of two doubles matches. Any combination of 2/3 or 1 to 15 can be used. One match must have one team that is stacking. All categories on both pages must be assessed, either on-court or verbally.
4. The Assessors may request an additional match to further assess skills that did not occur. The Assessors will each assess the Candidate individually and then confer to come to a final assessment. Only one TRR is to be submitted.

H. Assessing the Candidate - (to be completed by Assessor)

Level 1 – Skills 1 to 25 to be assessed.

Level 2 – Skills 1 to 35 to be assessed.

1. Circle each skill component missed. Mark a checkmark by the components that were done correctly. Make comments in the comments section that will help the candidate improve. If a skill was performed exceptionally well, this is their feedback. If the skill wasn't observed, assess verbally and note "verbal".
 - a. For each skill the number of allowable misses is indicated by a small number for each level. Examples:
 - i. Skill #1, Court Inspection allows 1 miss for Level 1, and 0 misses for Level 2. Therefore, if the candidate has 1 miss, the highest level that they could be assessed to would be Level 1.
 - ii. Skill #10, Score Calling allows 4 misses for Level 1 and 2 misses for Level 2. If the candidate has 3 misses the highest-level would-be Level 1.
 - iii. Skill #16 NVZ: A Level 1 may have 2 misses. A Level 2 can only have 1 miss.
 - iv. Skill #23 End Change Time-Out: A Level 1 may have 1 miss. A Level 2 may have 0 misses.
2. If the candidate successfully completes a row of the skill assessment, place a **checkmark** in the appropriate box for the level.



Example:

- i. If the candidate has 1 circle for Skill #4, put the checkmark in Level 1. If they have 0 circles put a checkmark in the Level 2 box. If the candidate has more circles than allowed the checkmark goes in the Trainee column.
 - ii. Checkmarks in the correct columns will help the Candidate with their training. They'll know what they need to work on. Constructive feedback in the comments section is also very helpful to the Candidate.
3. **Credential awarded:** The result of the assessment is either Trainee, Level 1, or Level 2. If there are any checkmarks in the Trainee column, the referee is a Trainee. If the checkmarks are in the 1st or 2nd column, the referee is a Level 1. If all check marks are in the 2nd column, the referee is a Level 2. Check the appropriate level. Place a checkmark in the box for the appropriate level on page 2.

I. Assessor Checklist

1. Ensure the form is complete:
 - a. Must be complete and legible
 - b. Verify details entered by the Candidate
 - c. Checkmark for each skill
 - d. Box checked for level achieved
 - e. Mailing address (on page 2)
 - f. Signature of Assessor(s), and email of Assessor
2. Email complete information to your PHR:
 - a. Subject line must indicate First Name, Last Name & Level
 - b. TRR – 1 or 2 documents depending on whether they are pictures or scanned documents
 - c. Visual Acuity Form – separate document from TRR

Please Note: Pictures of the successful Candidate may only be shared once the RTC has approved the Assessment package.