Tiered Referee Rating (TRR) Form Guidelines

Updated May 2026

A. Documentation Process

1. **The TRR is the official assessment form to be used to assess trainees wishing to become an accredited Level 1 or 2 referee.** The TRR is also used to assess Level 1 referees wishing to become a Level 2 accredited referee. Trainers may also use the TRR as a training aid.

2. The Pickleball Canada 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 Referee Training Coordinator (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 TRRs 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. Assessors must communicate to the Candidates that they are required to submit a headshot photo to this link for their **ID badges** if the assessment is passed. https://form.jotform.com/261123818897265

4. **ID badges for successful Candidates** are ordered by Pickleball Canada and will be delivered via mail to the Candidate.

CANADA

C. Before the Assessment (requirements for Candidates)

1. **The Candidate must have online 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 the **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

2. **Primary Residence**: Provincial abbreviation - 2 letters

3. **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 by a scanned document; **no screenshots or camera pictures are accepted**. In Canada, the candidate must achieve 90% for Level 1 and 90% for Level 2.

4. **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.

5. **Training hours** – circle appropriate number (6 for L1, 10 for L2, includes Zoom, classroom, and court time).

6. **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 Pickleball Canada sanctioned activity. Dress code is to be followed as per PCO REFEREE Dress Code EN

2. **Candidates**: White shirt, Pickleball Canada or Provincial Shirt, black bottoms, black/white shoes, white hat, current credentials.

3. **Assessors**: Pickleball Canada 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 the address is entered on page 2.** Ensure test scores and visual acuity are supplied BEFORE assessment.

2. After the assessment is complete, email the complete information to your PHR. The PHR will review the TRR and will email the verified TRR to the Database Coordinator (angela.weld@pickleballcanada.org), copying the Regional RTC.

   Note: A fillable TRR form is available to allow assessors to conveniently enter referee information and comments electronically. Electronic signatures are accepted on the TRR form; however, the use of this option is at the discretion of each assessor, who remains responsible for ensuring the completed document is submitted appropriately.

   Include:

   a. **Email Subject: Candidate's first and last name and level achieved. (e.g. Sam Smith Level 1)**

   b. **Attach:** Completed legible TRR as a **SCANNED PDF DOCUMENT ONLY**
      i. To scan a document, you can download an app on your phone or use a traditional scanner in a printer (CamScanner or Adobe Scan Apps)

c. **Attach:** Completed Visual Acuity Form emailed as a separate **SCANNED PDF DOCUMENT ONLY** 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. Assessors must communicate to the Candidates that they are required to submit a headshot photo to this link for their **ID badges** if the assessment is passed. https://form.jotform.com/261123818897265

G. The Assessment

1. The assessment may occur at a tournament, recreational game or practice session that fully complies with the Official Rulebook at the time. 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, and two Assessors are required. 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 check mark 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 **check mark** 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 check mark 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 check mark 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
   g. Signature of Referee Candidate
   h. Communicate to Candidate that they need to submit a headshot via Jotform

2. Email complete information to your PHR:
   a. Subject line must read "**First Name Last Name - Level (1 or 2) Assessment**"
   b. TRR - scanned PDF document
   c. Visual Acuity Form - separate scanned PDF document

Please Note: Public social media posting of the successful Candidate may only be shared once the Database Coordinator has approved the Assessment package. The approval is acknowledged by the Welcome Letter being emailed to the candidate, and copied to the PHR and RTC.