



PRACTICAL RATING SHEET INSTRUCTIONS

Forms Used During a Practical Rating Session

- **First and Second Referee Criteria Sheets** - These forms detail the various elements that rates should be looking for when evaluating a candidate. The detailed criteria correlate with the abbreviated phrases on the actual rating sheet. Each rater should be very familiar with the criteria listed, and each candidate should be given a copy prior to the evaluation session. It is informational only – no comments or notes need be written on this form by the rater.
- **First and Second Referee Rating Sheets** - The rating sheets themselves are separated into several major categories, with an abbreviated version of the criteria beneath each heading. The information at the top of the form should be filled out completely. Comments associated with the category should be written in the boxes on the right hand side, and are needed any time points are deducted from a category. Raters should include positive observations as well as constructive comments. Suggested abbreviations for common calls and situations are given in the key at the top of each page.
- **List of Critical Errors** - The “Standards for Officials’ Ratings” in the PAVO Board Handbook explains the minimum practical evaluation score that is necessary for each rating level. However, there are some errors that are so egregious that, if they occur and are confirmed, the candidate should not be considered for an advanced rating at that time. This list should be shared with raters and candidates prior to the evaluation session.

Rating Sheet Example

Please review the completed example sheets enclosed. As you will notice, the rater used a combination of abbreviations and play-by-play comments to record the officiating in the match as it occurred. On the first referee rating sheet, the “Judgment” section is the most difficult. The rater should record **decisions**, not just calls they disagree with. A **decision** can have four possible outcomes in terms of this evaluation. The rater may judge that:

- a call made was appropriate (commonly noted with a “+” sign)
- a call was not made that should have been, or a fault was missed (commonly noted with a “-“ sign)
- the decision to *not* make a call was appropriate (commonly noted with an “o”)
- a call was made when no fault occurred (commonly noted with and “x”)

On the example sheet enclosed, when the score was 3-2 in the first game, a foul was called on a pass. The rater felt the call was appropriate (noted with a “+”).