



FLORIDA SWIMMING

CHIEF JUDGE

CLINIC PACKET



CHIEF JUDGE CLINIC PACKET

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Introduction

Florida Swimming now offers an opportunity for advancement and additional certification for the position of Chief Judge (CJ). CJ Certification is not required to act as a CJ at a meet nor for advancement from Chief Judge to Starter or Starter to Deck Referee.

Certified CJs should be used in that role at all FL meets when possible, but if they are not available Starters and/or Stroke & Turn Judges (ST) may be used as CJs. Certified (Florida or N2) CJs shall be assigned as the Lead Team CJ for all Florida Championship meets. Additionally, certified CJs will be given priority when space is limited for observation for National Certification in the role.

Florida Swimming Chief Judge Guidelines

General

The Chief Judge (CJ) is the S&T officials' supervisor and mentor and is responsible to the Meet and Deck Referees. This person is one of the keys to the smooth running of a swim meet. The CJ needs patience, the ability to listen and, when, necessary, ask questions, while giving encouragement and constructive feedback to those he/she supervises. Further, the CJ must

- Have common sense and a firm knowledge of the technical rules, deck protocol & meet announcement;
- Be flexible with the ability to think on one's feet;
- Be organized and a "team player";
- Be able to work with all levels of understanding within the officials, swimmers, timers, etc. and
- Be attentive and proactive, anticipating his/her next responsibility on the deck or in a meeting

From the USA Swimming Rule Book. Rule 102.13.1

Chief - An overall "Chief Judge" may assign and supervise the activities of all stroke, turn, place, and take-off judges and may report their decisions, or, if desired any judging category may have a designated "Chief". Any "Chief" may act as liaison for the judges and may serve simultaneously in one of the judging positions and shall assign those judges within the "Chief's" category.

Chief Judges are stationed around the pool to work with and watch the officials in their areas (usually ends or "quadrants" of the pool deck). At local meets, a minimum of two (2) CJ's, one at each end of the pool, are recommended, especially for any large invitational meet and meets in long course (50 meter) pools. The CJ position may be combined with another S&T assignment if necessary.

Requirements for Certification:

This certification is offered to current stroke and turn judges and starters. In order to become a certified Chief Judge, officials will meet the following requirements:

- Be eighteen (18) years old and have a current USA Swimming Membership with all requirements met;
- Be a certified S&T Official and work a minimum of sixteen (16) sessions as a S&T official prior to beginning a CJ apprenticeship;
- Attend a CJ Clinic;
- Apprentice at least four (4) sessions on deck over no fewer than two (2) USA Swimming sanctioned meets;
- Successfully give the stroke briefing for at least one (1) session (to be included in the evaluation);
- Successfully give the jurisdiction and protocols briefing for at least one (1) session (to be included in the evaluation);
- Make sure your mentoring meet referee signs (prints) their name, records the hours worked and notates the appropriate activities on the Chief Judge Application (form is included in the Appendix);
- Be recommended for Certification by the Meet Referee supervising the final apprenticeship session and
- Once completed and the referee has recommended that you be certified, email the Chief Judge Application to your area representative (the contact information is on the form and in the Appendix)

Note that, at present, there is no testing requirement for the CJ position as USA Swimming does not offer such testing.

Duties of the Chief Judge

If you are assigned as a CJ, you should be prepared to perform the following duties and responsibilities.

1. Before the Meet Begins:

- a) Meet with the Meet Referee to coordinate all duties the CJ will be expected to perform.
- b) Solidify the terminology the Meet Referee expects during the meet.
- c) Make sure of the jurisdiction and protocol the referees expect from the officials.
- d) Make sure all officials' equipment and supplies are working and in the right places.
 - 1) Officials' Heat Sheets
 - 2) Deck Change Slips
 - 3) No Show Slips
 - 4) Radios & Headsets
 - 5) Clip Boards
- e) Assigning Officials - Officials should be assigned with fairness to each athlete in mind
 - 1) Assignments should be made based on the number of officials signed in, the events in the session, the course and any physical limitations of the surroundings (see Appendix for examples).
 - 2) Each turn judge, when possible, should be assigned to watch the same number of lanes.
 - 3) If that is impossible, turn judges with fewer jurisdictional lanes should be advised to observe lanes out of their jurisdiction (e.g. 3 judges at the turn end of an 8-lane pool, one is assigned to lanes 1-3, one is assigned to 6-8, and one is assigned to lanes 4-5, and told to watch swimmers in lanes 3 equally, but not make calls in lane 3
 - 4) When used, each stroke (side) judge should be assigned to watch the same number lanes
- f) Attend/conduct the officials meeting/briefing
 - 1) Sign in sheets – the Referee may ask you to manage the sign in sheets for officials
 - 2) Conduct the Stroke Briefing
 - 3) Announce Assignments
 - 4) Explain Jurisdictions
 - 5) Deliver any other pre-meet instructions to officials
- g) The CJ may be asked to conduct stroke mini-clinics and answer officials' concerns before each session in the absence of the Referees.

2. Duties During the Competition:

The CJs are placed inconspicuously at opposite ends of the pool (if two are assigned) or in the four corners of the pool (if more than 2 are assigned). The CJ serves as the liaison between the deck referee and the S&T officials. In most instances the CJ will:

- a) Monitor the deck officials as they carry out their responsibilities
 - 1) Observe the S&T Judges positioning and adherence to protocols
 - 2) Confer with S&T Judge when a potential disqualification is signaled
 - 3) Inform the referee of the nature of the infraction and give his/her opinion as to whether it should be accepted (see item on processing a disqualifications below)
- b) Fill out the paperwork accurately
- c) Deliver instructions and messages from the referee, as well as materials (heat sheets, relay takeoff slips, etc.) to the S&T judges
- d) Inform affected swimmers, when possible, of their DQs
- e) Assist the referee in finding coaches to:

- 1) Report DQs when the swimmer has not been informed
- 2) Let them know of potential swim-offs involving their swimmers
- 3) Let them know of changes or proposed changes to the program
- f) Correcting Officials – politely discuss with officials any changes you would like them to make:
 - 1) If they are standing in the wrong place (too far back, unfair positioning, etc)
 - 2) If they move to view a particular swimmer (e.g. when there are empty lanes)
 - 3) If they appear to be inspectors rather than observers
 - 4) If they do not observe protocols (pointing at swimmers, describing the infractions with their hands, failing to raise their hands for observed infractions, etc.)
 - 5) Reassigning officials – If the referee wants to relieve an official or change his/her assignment, the CJ will ask the official – politely – to see the referee or move to another position.
- g) Additional considerations:
 - 1) The CJ's focus must be on the officials in his or her quadrant or end.
 - 2) During the freestyle events, judges may be seated provided they can still view their officials watching the turns.
 - 3) The CJ should be aware of how long their assigned officials have been on deck and should, as allowed, provide them with water, snacks and for their relief.
 - 4) If an official needs to be excused for any reason, the CJ's always have the responsibility to maintain equal coverage on the deck and may assign relief officials to the vacant position or may assume the vacant position themselves if necessary.

3. **Processing a Disqualification:**

- a) When noticing an infraction (the official has raised a hand to signal the potential DQ), the CJ should:
 - 1) Immediately alert the Deck Referee by two-way radio of a possible disqualification and at what position the infraction occurred, (e.g. "possible disqualification, stroke judge lane 1 or 8 side" or "possible disqualification, lane X start/turn end").
 - 2) Move to the official with the raised hand while making the notification to the Deck Referee.
- b) Upon approaching the official, the CJ should immediately:
 - 1) Question the stroke or turn judge as to the nature of the infraction observed; have the official describe the possible infraction to you in his/her own words.
 - 2) Ask the official where he/she was when they observed the possible infraction, what his/her jurisdiction was and what the rule involved says.
 - 3) Ask the next questions to see if the official clearly knows what occurred (e.g., if the call is a one-hand touch, ask which hand, then ask where the other hand was, etc.).
 - 4) Don't put words in the official's mouth.
- c) After hearing the answers from the official, the CJ should:
 - 1) Report the infraction to the Deck Referee using correct terminology (the radio "protocol" is discussed in detail on Page 7 of this guide).
 - 2) Recommend to the Deck Referee that they accept the disqualification if all the information is correct or not accept the disqualification from the official if something was wrong with the information or jurisdiction.
 - 3) The decision to accept or reject a disqualification is the sole responsibility of the Deck Referee.
 - 4) If the decision to accept is made by the Deck Referee, The CJ will:
 - i. Fill out the disqualification (DQ) slip.
 - ii. Verify all the information is correct.
 - iii. Have the official making the call sign the DQ Slip.

- 5) Once the DQ slip is filled out, it is the CJ's responsibility to turn the slip into the Deck Referee on duty in a timely manner.
- d) The CJ should insure continued deck coverage during the discussion of the disqualification.
- e) It is the responsibility of the CJ at the finish end of the pool to notify the swimmer if the disqualification stands.
 - 1) It is recommended that the CJ call the swimmer to a position behind the seated officials to notify him/her of the disqualification.
 - 2) It is also the CJs' responsibility to notify the swimmers that if they do not agree with the infraction their coach has a right to talk with the referee about the call that was made. If a slip is filled out at the turn end of the pool, it is the CJ's responsibility to turn the slip into the Deck Referee on duty.
- f) In the event there is a false start or other non-stroke infraction, the CJ assigned at the starting area corner should process the DQ as above and notify the swimmer of the infraction.

4. **CJ Duties During Relays**

CJ's are often assigned to process the dual confirmation ballots used for Judging Relay Take-offs in addition to the other duties for individual events.

- a) The CJ collects the Relay Take-off Slips from the lane and/or side judges; the exact protocol should be determined by the Meet Referee and communicated to the CJ's.
- b) The CJ should state "Possible disqualification lanes (1-4 or 5-8)" on their radio if an official on the first collected slip has noted an early take off on his/her slip.
- c) The CJ then compares the Relay Take-off Slips to look for the dual confirmation of the early take-off by the officials assigned to cover the same lanes.
- d) As soon as a confirmation is noted, the CJ should state over the radio "Confirmed early take off, lane number X, swimmer number X" or, if there is no confirmation, the CJ should state "All clear lanes (1-4 or 5-8)" so the Deck Referee knows whether there is or is not a disqualification.
- e) If there is a confirmation, the Relay Take-off Slips must be turned over to the Deck Referee as well as the completed DQ slip.
- f) It is important, when notifying the team of the DQ, to tell the team which exchange it was, (e.g. 2nd swimmer or 1st exchange).
- g) The CJ should not notify the disqualified team until after the final swimmer has begun their leg of the relay.

5. **At the Conclusion of a Session or the Meet**

The CJ should:

- a) Thank every official appropriately for the generous contribution of their time to the meet.
- b) If asked, evaluate the performance of the stroke and turn judges within their jurisdiction.
 - 1) The observations should include the officials' execution of the protocol established for the meet, as well as the technical aspects of judging.
 - 2) The evaluation is meant to be educational and to point out where the official performed well and where improvement in certain areas will help the stroke and turn judge become more knowledgeable and continue to improve, as every one of the officials' crew should always be trying to do their best for the athletes.
 - 3) If there is a need to talk with an official about suggestions for improvement this should be done in a constructive manner in private not to embarrass or berate, but rather to educate.

6. **Other Considerations**

- a) Coordinating with other CJs
 - 1) Discuss areas of responsibility (e.g. who will watch which officials, who will talk to swimmers, etc.)
 - 2) Make sure everyone is on the same page about jurisdictions, assignments, relief, breaks, redeployment for various races, relay assignments, etc.)

- b) Talking to Swimmers
 - 1) If you are a chief judge at the start end of the pool, and if you were instructed by the referee either before the meet or at the time to do so, inform the swimmer of any accepted disqualification.
 - 2) Use the correct terminology from the rule book and do not embellish it or say things that might be seen as coaching the swimmer.
- c) Talking to Coaches (when instructed to do so)
 - 1) When instructed by the referee (either before the meet or at the time) report a DQ to the swimmer's coach. This may be because the swimmer wasn't informed.
 - 2) When instructed by the referee, you may find a coach or coaches to deliver messages about swim-offs, changes in the program, specific situations, etc.
- d) At a LSC or USA-S Championship level meet (and for local meets where possible), the CJ must have:
 - 1) A notebook or laptop PC with a printer
 - 2) Access to a copier
 - 3) A dedicated officials' briefing room

Radio Protocol, Etiquette and Usage Guidelines:

1. Objective:

For deck officials to be seen as professional as possible they must perform on a common and consistent basis. This suggests that deck officials using headsets or radios should communicate in a very exact manner and process.

- a) Improper usage of headsets or radios only serves to discredit the officials using them in the eyes and ears of those listening or using the radios.
- b) Radios or headsets are used by many meet volunteers and workers and are even used by some coaches. There are no limits on who might purchase a radio and be on deck, in the stands or in the pool vicinity.

2. General Usage Protocols

- a) Radios are used strictly for efficiency and to quickly call in a disqualification to make sure that the swimmer(s) are notified clearly and in a consistent manner.
- b) All calls should be simple and clear. Use the language from the DQ slip or rules as a guide.
- c) Radios today have a "voice activated" switch which picks up any audible activity and can cause embarrassing situations; therefore, one should make sure to use the radios only in the "manual" mode and check for proper position before usage.
- d) Abusive language of any kind, in any language, should never be used on radios.
- e) Radios should never be used to:
 - 1) Call attention to a swimmer. This means that one official should not use the headset to ask other officials to observe a swimmer's stroke, turn or finish.
 - 2) Discuss a disqualification or any incident regarding the swimming competition.
 - 3) Talk about any coach, swimmer, volunteer or any situation dealing with meet operations.
 - 4) Tell jokes or off-color stories of any kind.

3. Suggested Radio Process for the Chief Judge, Chief Judges & Deck Referee

The Officials should communicate in a very succinct and consistent manner, such as:

- a) CJ, upon see raised arm, should report "Possible disqualification, turn/start end, lanes # to #,"
- b) CJ, upon initial conversation with the S&T, should report "Confirming possible disqualification, turn/start end, event #, heat #, lane #" (this will allow the swimmer to be held until the process is complete)
- c) CJ, upon completing the conversation with the S&T, should report "Possible disqualification, turn/start end, event #, heat #, lane # for (State Infraction), recommend accept (not accept)"
- d) DECK REFEREE:
 - 1) For an accepted DQ at this point, the DR should reply "Accept disqualification for turn/start end, lane # for (Restate Infraction), please notify the swimmer."
 - 2) For a DQ that is not accepted at this point the DR should reply "Confirm non-acceptance of disqualification for turn/start end, lane #"
 - 3) If the DR wants/needs additional information at this point, the DR should reply "Possible disqualification for turn/start end, lane #, please get additional information/see me"
- e) For an accepted disqualification:
 - 1) FINISH END CJ (or S&T JUDGE) – "I will notify the swimmer."
 - 2) FINISH END CJ (or S&T JUDGE) – "Swimmer has been notified."
 - 3) DECK REFEREE – "Thank you."
- f) For a non-accepted disqualification, nothing more needs to be said
- g) If the DR has requested additional information, the process would continue either in person or over the radios until the accept/not accept decision is made, at which point the above protocol would continue to completions

NOTE: If the meet is being competed on more than one course, always identify the course at the beginning of the radio call.

Appendix

*The following information and forms are the items you will need to complete your apprenticeship.
Additional copies can be downloaded and printed from the FL Swimming web site.*

CHIEF JUDGE APPRENTICE STUDY GUIDE & GRADUATION REVIEW OUTLINE

I. General

- a. Professionalism
- b. Attentiveness to Duties
- c. Proper Appearance
- d. Check-in with Meet Referee upon arrival at the pool
- e. Promptly begin the Officials' Meeting as announced

II. Equipment

- a. Rule Book
- b. Clipboard
- c. Pens/pencils
- d. Forms:
 - i. Officials' Sign-in
 - ii. Deck Organization (Assignments)
 - iii. Disqualification
 - iv. Relay Take-off
 - v. No Show (if req'd)
 - vi. Deck Seed (if req'd)
- e. Radio
- f. Locate and have Available as needed:
 - i. Heat Sheets
 - ii. Watches
 - iii. Additional Clipboards
 - iv. Timers' Sheets
 - v. Lap Counters/Bells
 - vi. Hospitality & Refreshments
 - vii. Distance Event Count Sheets

III. Jurisdictions, Positioning & Procedures

- a. Set by Meet Referee
 - i. Short Course vs. Long Course
 - ii. Start End vs. Turn End
- b. Observing officials
 - i. Stand in an inconspicuous spot where you can watch officials under your jurisdiction
 - ii. Watch the officials, not the pool
- c. Correcting Officials – politely discuss with officials any changes you would like them to make:
 - i. If they are standing in the wrong place (too far back, unfair positioning, etc)
 - ii. If they move to view a specific swimmer (e.g. when there are empty lanes)
 - iii. If they appear to be inspectors rather than observers
 - iv. If they do not observe protocols (pointing at swimmers, describing the infractions with their hands, failing to raise their hands for observed infractions, cheering for swimmers, etc.)
- d. Reassigning/relieving judges

IV. Clarity and accuracy in reporting DQ's

- a. When an official raises his/her hand to signal a possible infraction, immediately acknowledge him/her so that he/she can put their hand down
- b. Immediately notify the referee of a possible infraction and identify the lane(s) involved.
- c. Promptly move to the judge and inquire as to the infraction
 - i. Obtain a description of the infraction observed from the judge
 1. Have the judge describe the possible infraction to you in his/her own words.
 2. Ascertain where the judge was when he/she observed the possible infraction
 3. Judge's jurisdiction
 4. What is the rule that was violated
 - ii. Ask the next questions to see if the official clearly knows what occurred (e.g., if the call is a one-hand touch, ask which hand, then ask where was the other hand, etc.).
 - iii. Don't put words in the official's mouth
 - iv. Report the possible infraction to the DR, in detail, using the correct terminology. Again, don't paraphrase or embellish on what was related to you
 - v. Offer your recommendation as to whether the disqualification should be accepted and why.
 - vi. If accepted by the DR, write up the DQ slip
 1. Fill out paperwork accurately
 2. Double check name, lane and heat
 3. Do not cross out, start over
 4. Have the official making the check it and sign it/initial it/etc. (referee establishes protocol)
 5. Promptly send it to the referee for signature
- d. Do not make calls yourself unless you are acting as a S&T official at the time.
- e. You may be asked to process and /or inform a swimmer that they were disqualified for non-stroke and turn violations
 - i. False start (Rule 101.1), starting before the start signal is given
 - ii. Delay of meet (e.g. getting on the block after field has been asked to "take your mark")
 - iii. Interference, unsportsmanlike conduct, etc.

V. Talking with Coaches and Swimmers

- a. Coaches
 - i. When instructed by the referee (either before the meet or at the time) report a DQ to the swimmer's coach. This may be because the swimmer wasn't informed.
 - ii. When instructed by the referee, you may find a coach or coaches to deliver messages about swim-offs, changes in the program, specific situations, etc.
- b. Swimmers
 - i. Inform the swimmer of any accepted disqualification if you are a chief judge at the start end of the pool and were instructed by the referee either before the meet or at the time to do so
 - ii. Use the correct terminology from the rule book and don't embellish it or say things that might be seen as coaching the swimmer.

VI. Post Session

- a. Assist Deck Referee in collecting necessary documents
- b. Collect items issued to judges/timers as instructed
- c. Thank officials in your jurisdiction
- d. Begin preparations for next session

GUIDELINES FOR ASSIGNING OFFICIALS

- Officials should be assigned with fairness to each athlete in mind.
 - Each stroke judge should be assigned to watch the same number lanes.
 - Each turn judge, when possible should be assigned to watch the same number of lanes.
 - If that is impossible, turn judges with fewer jurisdictional lanes should be advised to observe lanes out of their jurisdiction (e.g. 3 judges at the turn end of an 8-lane pool, one is assigned to lanes 1-3, one is assigned to 6-8, and one is assigned to lanes 4-5, and told to watch swimmers in lane 3 equally, but not make calls in lane 3).
 - Assignments should be made based on the number of officials signed in, the events in the session, the course and any physical limitations of the surroundings.
- Example Scenarios
 - Scenario #1 - 13 S&T judges in an 8-lane short course pool capable of walking the course on both sides, you should assign:
 - Two chief judges (1 at each end)
 - Eight turn judges (4 at each end)
 - Two stroke judges (1 on each side)
 - One relief judge
 - Scenario #2 - 13 S&T judges in an 8-lane long course pool capable of walking the course on both sides and session has 50-meter events, you might choose to assign:
 - Two chief judges (1 at each end)
 - Four turn judges (2 at each end)
 - Four stroke judges (2 on each side),
 - Lead/lag protocol in use
 - One can be walking back from the prior heat while the other works the current heat for the 50-meter events
 - Three relief judges (1 for each end and 1 for the sides)
 - One or two order-of-finish judges for the 50-meter events from amongst the “off deck” officials at that time as the starter, to whom the position is normally assigned, will not be at the finish end
 - Scenario #3 - Same officials and pool as in Scenario #2 above, but no 50-meter events, you might choose to assign
 - Two chief judges (1 at each end)
 - Four turn judges (2 at each end)
 - Four stroke judges (2 on each side),
 - Lead/lag protocol in use
 - One can be walking back from the prior heat while the other works the current heat for the 50-meter events
 - Three relief judges (1 for each end and 1 for the sides)

- Scenario #4 - Same officials, pool and events as in Scenario #3 above, you might choose to assign:
 - Two chief judges (1 at each end)
 - Six turn judges (3 at each end)
 - Four stroke judges (2 on each side),
 - Lead/lag protocol in use
 - One can be walking back from the prior heat while the other works the current heat for the 50-meter events
 - One relief judge
- Scenario #5 - 13 S&T judges in an 8-lane long course pool that is not capable of walking the course on both sides and session has 50-meter events, you might choose to assign:
 - Two chief judges (1 at each end)
 - Eight turn judges (4 at each end)
 - Three relief judges (1 for each end and 1 for the sides)
 - One or two order-of-finish judges for the 50-meter events from amongst the “off deck” officials at that time as the starter, to whom the position is normally assigned, will not be at the finish end

NOTE: No stroke judges should be assigned when either side of the pool is unavailable to the walkers (e.g. 25-yard course at one end of a 50-meter pool with no bulkhead, a water slide and/or an “L” on one side of the pool).
- In Scenarios 2, 3 and 4 above, the same number of officials in the same course were assigned different ways
 - You may choose to move officials within the session depending on the event (2 stroke judges for 100s or 50 backstrokes, 4 stroke judges for 50 breaststroke and butterfly, 4 stroke judges lead lag for longer stroke events, no stroke judges for freestyle events)
 - No judges were assigned to 15-meter marks.
 - Chief judges, stroke judges or “off duty” judges in freestyle events should watch 15 meters under these scenarios.
 - When possible 15-meter marks should be judged.
- Additional Considerations
 - Creativity should be used when assigning officials when very few show up.
 - Care should be used to “balance the deck” to make certain to fairly cover the entire competitive course
 - The starter and chief judges may be used as S&T officials when the number of S&T Judges is insufficient to provide full coverage of the pool (by rule, the deck referee may only serve in that position).
 - Relays may require redeployment of officials.
 - Relay takeoff judges should not be asked to judge other infractions (unless you do not have enough officials to assign anyone to be a takeoff judge exclusively).
 - The starter and chief judges may be used along with redeployed S&T officials.
 - The on-duty deck referee cannot be assigned to judge relay takeoffs (for the same reason he/she cannot be assigned as a S&T Judge above).



CHEIF JUDGE (XC) APPRENTICE

Name _____

Club _____

Email _____

Date _____

Prior to 1st Apprentice Session:

- Certified Stroke & Turn Judge
- Complete a LSC CJ Clinic: Date: _____
- Maintain an Official Membership – in Good Standing

For your Apprentice Sessions:

- Contact the Meet Referee prior to the scheduled session.
- Bring your Apprentice paperwork with you to each session.
- Attend the sessions' Officials Meeting (Requirement);
- You will be assigned a Mentor for each session.

Requirements for Certification:

- Certified Stroke and Turn Judge
- Apprentice a minimum of 4 Training Sessions at a min of 2 different meets with 2 different Mentors
 - Sessions MUST be on a team where the team handles:
 - Deck Assignments Stroke/Protocol Breifing Reporting all DQs to DR by radio
 - Notifying Athletes Relay Take Offs Meet follows radio protocols
- Show that you meet the Certification Performance Requirements for Certification included in this document
- Meet with the Meet Referee at your final session (when you feel you are ready) and ask for a review for recommendation of certification
- Submit your Apprentice paperwork to your Officials Area Representative.

Session	Meet Name	Date	Mentor xx	Meet Referee	Always Make Comments
1					
2					
3					
4					
5					
6					

*** - Freestyle only sessions do not count

xx-Mentors, please review the performance requirements with Apprentice.

During your apprenticeship you must maintain your USA Swimming Official Membership in Good Standing. Failure to have a current USA Swimming Membership will exclude you from working on deck.

Bring your Apprentice paperwork with you to each and every sessions that you work. This is documentation to show sessions completed and notes from your Mentors/Meet Referees. Your sessions in this log needs to match your OTS report. If there is a difference we will work with you to get this corrected.

Remember that requirement for completing the apprenticeship is a min of 4 sessions and showing you meet the performance requirements listed on the next page of this document. If after your 4th session you feel that you need more time, you are welcome to continue apprenticing. When you feel that you are ready for certification, talk with your Meet Referee, during the Officials breifing, at your final meet and ask to review the performance requirements and recommendation for certification. If it is determined that after your requested review that more time is needed, the Meet Referee and you will develop an Action Plan on what needs to be worked on so that you can be successful in gaining this certification.

Once a Meet Referee signs the Performance Requirements, this is your recommendation for certification. You will need to make sure that a scan of the log sheet and the completed Performance Requirements forms are submitted to your Officials Area Rep. (Contact information is below.) The Area Rep will review the paperwork and submit it to the Official Chair for certification. You should see your new certification in your OTS record within a week of submission. If you do not see that certification please feel free to reach out to the Area Rep and Officials Chair.

Area 1 Rep	John Dupee	johndupee@bellsouth.net
Area 2 Rep	Bart Smith	bls9714@yahoo.com
Area 3 Rep	Deanna Kaufman	deanna.kaufman@outlook.com
Area 4 Rep	Carl Moore Jr	camoore@fsu.edu
Area 5 Rep	Jen Seluk	tribeseluk@comcast.net
Area 6 Rep	Dave Nesper	dnesper68@gmail.com

	OFFICIAL'S NAME	
CERTIFIER'S NAME		
CHIEF JUDGE CERTIFICATION		
DEFINITIONS		
Certifier: An official designated by the LSC OC to certify training is complete.		
Clinic: Formal in person or online training clinic, recorded in Officials Tracking System (OTS).		
Certification: Chief Judge able to officiate at all LSC meets.		
Satisfactory Performance: Able to demonstrate Performance Requirements. Deficiencies must be provided by LSC OC or designee in writing to the affected official with an Action Plan to success.		
Sessions: At USA Swimming sanctioned or approved meets, recorded in OTS.		
Trainer: Designated by the Referee at a meet or LSC OC, an official who has been USA Swimming certified in the position for 1+ year. If a 1+ year experienced official is not on deck, the Referee may select the most experienced certified official(s) to be a trainer(s).		
Training Sessions: Meet sessions that include strokes and/or relays. Time Trials and Freestyle Only sessions may not count toward training session requirements. Sessions shall be recorded in OTS.		
USA Swimming Member: Completed all USAS member associated requirements before on deck apprenticeship.		
Apprenticeship Requirements		
	USA Swimming Member	
	Certified Stroke and Turn judge, and worked 16 or more sessions as a certified Stroke and Turn.	
	Attend a CJ clinic or briefing of CJ duties and read the CJ Professional Document.	
	Apprentice as CJ 4 training sessions at a minimum of 2 meets with a trainer(s)	
Certification Performance Requirements for Certification May be evaluated during last apprentice session and use MR sign-off for each session. Y-Yes, N-No, ND - Not Demonstrated		
	Arrives on-time, prepared with necessary personal equipment, and properly and professionally attired	
	Able to procure deck equipment as appropriate for the meet as assigned	
	Successfully completes and communicate deck assignments	
	Demonstrates appropriate deck positioning for observing strokes, turns, finishes, and relay takeoffs	
	Understands and communicates the DQ process	
	Cooperates with other deck officials, operating with a team mentality. Amicable	
	Mentors other Stroke and Turn officials and new CJs calmly and respectfully	
	Ensures all officials are in position on deck at the start of the session, after a stroke transitions, and when returning from break	
	Ensures RTO judges are in place at appropriate time	
	Attends to the care, comfort, and morale of the officiating team, including proactively coordinating relief, water, refreshment, or	
	Can correctly complete a DQ slip and describe observed infractions in USA Swimming rule book language	
	Understands performance criteria as outlined in Chief Judge Professional Document.	
	Understands USA Swimming Safe Sport and MAAPP rules.	
Comments (if needed)		
Signature of MR (Final)		
Recommend Certification as Chief Judge		
<i>Certification must be complete within one year of the CJ clinic.</i>		
<i>Understands need to return completed checklist form to the official's LSC Officials Chair or designee.</i>		
CHIEF JUDGE RECERTIFICATION EVERY 3 YEARS		
	Be a current non-athlete member of USA Swimming in good standing.	
	Worked a minimum of 8 sessions/year with at least 4 as CJ or Referee	
	Attend clinic every 3 years.	
	USA Swimming recertification test every 3 years for the highest certification held.	
	Satisfactory performance.	

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The “Professional” Chief Judge -or- Assistant and Mentor to All Officials

A Professional Chief Judge (CJ) should:

- **Know the Rules and the USA Swimming Rules Committee interpretations**
- **As Team Lead Chief Judge, Plan Prior to Arriving at the Meet:**
 - Contact the Meet Referee based on the level of the meet being conducted to confirm:
 - All duties for the Chief Judges
 - Type and use of cameras (TV, timing, underwater judging confirmation), if any
 - Pool configuration and locations for starter area and administrative tables
 - The jurisdiction and protocols expected from the Stroke & Turn officials
 - The process of how officials will take and leave their deck positions including awards
 - The level of Stroke Briefing expected
 - Use of Relief and Reserve Judges
 - The proper procedure, if relay takeoff pads are used for relays
 - Use of assigned Chief Judges (or not) for Time Trials
 - Radio protocol expected
 - How Declared False Starts (DFSs) will be processed before and during a session
 - Procedures for how Deck Referees and admin table will receive DQs, DFS and “No Show”
 - Finals protocol for alternates so the Chief Judge in Start Area can assist the Deck Referee
 - Contact the Host and Meet Director to determine (and request) the availability of meet supplies, equipment and services:
 - Radios, clipboards, watches, batteries, disqualification (DQ) slips, paper, chairs, towels, pencils, high-speed copier(s), etc.
 - Internet access and printers
 - Social time and date, if any
 - Communicate the above with the CJ team for initial assignments before they arrive at the meet including when they are expected to arrive at the meet (Leadership Team Meeting, Chief Judge Meeting, attendance at General Meeting)
- **Plan Prior to Officials Briefings:**
 - ARRIVE EARLY and be prepared for last minute changes
 - All Chief Judges meet upon first arrival at meet to:
 - Review assignments & duties
 - Confirm location of equipment items
 - All Chief Judges should allow for approximately one hour before each planned briefing to:
 - Review assignments and prep for each session’s requirements
 - Review and resolve all assignment challenges
 - Prepare sign in sheets if needed
- **At Pre-Session Officials Meetings:**
 - Take attendance and announce:
 - Expectations for Time Trials
 - Ask Starter or Deck Referee evaluation candidates to meet with the evaluators if they have not met already
 - The time to be on deck and in position
 - Introduce the Meet Referee, Meet Director and the Assigned Team (usually at the first meeting)
 - STOP the briefing whenever a dignitary enters the room for introduction, especially if there is a guest speaker
 - Conduct a stroke briefing appropriate for the level of meet
 - Review Deck Protocol expected for the meet
 - Review Proper Lead Lag procedure for Stroke Officials
 - Review Jurisdictions, including 15m mark
 - Review the Chief Judge’s role and how to communicate with the Lead Chief Judge and Deck Referees
 - Review Relay Takeoffs, Dual Confirmation and X = Early Take Off, O = Good Exchange
 - Announce and post Officials’ Assignments in multiple locations
 - Announce Relay Take-Off assignments and hand out relay take-off slips
 - Relay take-off slips may be passed out during the relay break, if there is one
 - Make sure relief shifts and rotations are clear
 - Distribute heat sheets to CJs, Deck Referees and Starters

The “Professional” Chief Judge -or- Assistant and Mentor to All Officials

- **During Competition:**

- Perform a radio check prior to the beginning of each session
- Advise the Deck Referee that all judges (stroke and turn) in your quadrant are in place (several minutes before the session start)
- Get to know the officials in your quadrant
- Use a mentoring approach when talking to a Stroke or Turn Official that is out of position or using improper protocol
- Always observe the officials in your quadrant, not the swimmers
- Use the Stroke Judges to carry DQ slips from the turn end when things get “busy”. Make sure the Strokes Judges are familiar with this procedure.
- When assigned as the CJ in the Start Area:
 - Write up dual-confirmed false starts (hand the DQ slip to Starter first as they initiated the DQ)
 - Process “no-show” and “Declared False Start” according to the protocol verified in meet preplanning
- Know, and use, the Radio Etiquette and Protocol
 - Be aware of other radio communication to avoid “talking over” each other while calling in infractions
 - Use the correct terminology when calling in infractions
 - Halt radio communication once the Deck Referee has blown the short whistles. Resume after waiting for any “False Start” or “No Show” calls by the Deck Referee in the heat
- Alert the Deck Referee by radio of a possible disqualification as soon as an official in your area of responsibility raises a hand or makes eye contact (depending upon protocol for the meet) by using the following announcement:
 - “Possible disqualification, Stroke Judge Lane 1 or Lane 8 Side”, and quickly identify the lane, if possible
 - “Possible disqualification, Lane X start / turn end” (or range of lanes, if turn judges cover more than one lane). In many meets the event number and heat number may also need to be announced (more than one course, “chase” starts, etc.)
- When approaching the official, make sure you ask
 - Which lane? Then immediately identify the lane to the Deck Referee
 - What did you see? You want the official to explain what they saw without using their hands
 - What is the rule? You want to make sure that the official understands the rules. If there is an obvious incorrect call (jurisdiction or rule) or “uncertainty”, the official may withdraw the call. If this occurs, inform the Deck Referee. The Deck Referee should then ask for the swimmer to be released, if being held at the finish end.
- Report the infraction to the Deck Referee slowly, clearly, and concisely, stating what the official observed
- State “I recommend” (after reporting the infraction) or state “I need further discussion”
 - If “I need further discussion” is requested it means the CJ has reasonable doubt about the infraction and needs to speak to the Deck Referee privately, not over the radio
 - If the Deck Referee asks “questions”, the CJ is responsible for obtaining specific information necessary for the Deck Referee to make a decision
 - If the Deck Referee states, “I need further discussion”, this means that the DR has a reasonable doubt about the infraction and needs to speak to the Chief Judge privately
 - If a discussion with the DR is needed, other CJs should cover your jurisdiction while meeting with the DR
- Make sure to get acceptance confirmation from the Deck Referee before filling out the DQ slip
- Initial the bottom of the DQ slip and ensure that the Stroke or Turn Judge (not the CJ) **prints** their name on the DQ slip
- Hold the swimmer and notify them of the DQ. Work as a team, a CJ from another deck area may need to assist with this task.
- When notifying athletes, respectfully state, “You were disqualified for” The CJ should never coach, give a personal opinion, or add extraneous information. If the DQ has not been finalized, move the swimmer away from the start and advise, “There is a possible issue with your swim. We are waiting on details.” The Deck Referee will convey further instructions.
- Report that the swimmer has been notified
- Relays:
 - Protocols may differ with the use of relay judging platforms (RJPs)
 - Check the take-off slip of the judge or judges nearest your location
 - If there is one or more X, announce a possible disqualification and the lane(s). Announce, “Lanes n to m clear” if there are no Xs
 - Go to the other Judge and compare the second take-off slip
 - Announce either a dual confirmed Early Take Off, lane number and which swimmer or, “All clear Lanes 1 to 4 or Lanes 5 to 8”

The “Professional” Chief Judge -or- Assistant and Mentor to All Officials

- **At the End of the Session:**
 - Collect equipment (radios, bells, lap counters, clip boards, watches, and pencils)
 - Collect “Order of Finish” heat sheets and any “master” heat sheets from Deck Referees and Starters, if being used
 - Collect lane Timer Sheets and take them to the Administrative Referee (Official)
 - Plan for a post-meet session to debrief and prepare for the next session, as needed
- **After the Competition:**
 - Thank all the officials
 - Complete requested evaluations as assigned
 - Collect all sign-in sheets for input into OTS
 - Deliver sign-in sheets to person(s) responsible for OTS data for the meet
 - Remember to include Time Trials
 - Remember to mentor in a constructive manner if there is a need to talk to an official about suggestions for improvement
 - Thank your CJ colleagues and yourself for a job well done. You’ve completed an assignment which had a great influence on the success of the meet
- **REMEMBER:** You are working with volunteers. Adopt a kind and thoughtful mentoring approach at all times.

THE CHIEF JUDGE – GUIDELINES FOR BREAKOUT OF ASSIGNMENTS

- **Team Lead or as assigned:**
 - Daily Greetings, Announcements and Timelines
 - Introduce the Meet Referee, Meet Director and the Assigned Team
 - Resolution of personality issues among the team
 - Resolution of concerns with deck officials
 - Keeping briefings on track and on schedule
 - Setting up team assignments so each judge gets a rotation through each quadrant
 - Being flexible on jurisdictions and protocol and adapt to the requirements of the Meet Referee, as well as the needs of the athletes and the meet
- **Briefing of Officials:**
 - Conduct a stroke briefing appropriate for the level of meet
 - Convey Deck Protocol expected for the meet
 - Review Proper Lead-Lag protocol for Stroke Judges
 - Review jurisdictions and 15m mark for the meet
 - Review the Chief Judge’s role and how to communicate with the Chief Judge
 - Review Relay Take-off’s, Dual Confirmation and X = Early Take Off, O = Good Exchange
 - Review expectations for Time Trials
- **Managing of Timers and Counters**
 - Prepare timer clipboards with pencils and watches. Check with venue to assure timer clipboards are ready
 - Add timers’ recording sheets and counting or split sheets for distance events to clipboards
 - Distance Events – ensure “split sheets”, lap counters and bells are operable and in place
 - Make sure timers know that they are responsible for checking swimmers and relay team’s names
 - Announce and give instructions if using officials as timers
- **Managing of Officials**
 - Take attendance
 - Announce and post officials’ assignments in multiple locations
 - Announce Relay Take-Off Judging assignments & hand out relay take-off slips
 - Make sure relief shifts and rotations are clear and when and how relief will take place during the session

The “Professional” Chief Judge -or- Assistant and Mentor to All Officials

- **Management of Deck**

- Prepare Master Heat Sheets
- Distribute heat sheets and deck assignment sheets to Meet Referee, Replay Referees, Deck Referees, Starters (include “Order of Finish”) and Evaluators
- Include Heat Sheet - 2 column / single sided, and adequate DQ slips for CJs
- ONLY Deck Referee and Meet Referee, Starter and Chief Judge heat sheet include the “timeline”
- Include counting sheets for distance day events on Starter's clipboard
- Prepare relay take-off slips and hand out to appropriate officials
- Radios
- Hand out radios prior to each session and collect radios at the end of each session (remember the Invigilators and Replay Referees)
- Make sure that radios are in a secure location between sessions
- Make sure radios are charged
- Conduct a radio check prior to each session
- Chairs for officials at the start and turn ends are in position and towed dry

Please refer to the Certification Requirements for Chief Judge for information on N2 and N3 evaluations, certification, and recertification.
<https://www.usaswimming.org/officials/national-certification-evaluation>