



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

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- **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”

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- **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

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- **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>