

A Professional Chief Judge (CJ) should:

1. **Read** the “GUIDE TO OFFICIATING SWIMMING” (the Chief Judge and Stroke and Turn Judge chapters in particular!), “Officials Briefing,” “Radio Etiquette & Protocol,” and “Lead/Lag” Coverage for Stroke Judges” the on the USA Swimming website
2. **Know the Rules and the USA Swimming Rules Committee interpretations**
3. **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 (see Attachment A “Guide for CJ Assignments”)
 - 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 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 (DFS’s) will be processed before and during a session
 - procedures for how Deck Referees and admin table will receive DQ, DFS’ and “No Show” slips for review and sign off
 - finals protocol for alternates so the Chief Judge in Starter’s 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 all of 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)
4. **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
5. **At Pre-Session Officials Meetings -**
 - Call for sign in of all Officials and verify if they will be present for the next session and announce:
 - the expectation that Officials will be staying for Time Trials and start a sign-in sheet
 - 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 using the “Official’s Briefing” on USA Swimming website under “Training Resources”
 - Review Deck Protocol expected for the meet
 - Review Proper Lead Lag procedure for Stroke Officials
 - Review Jurisdictions, including 15m
 - Review the Chief Judge’s role and how to communicate with the Lead Chief Judge and Deck Referees
 - Review Relay Takeoff’s, Dual Confirmation and X = Early Take Off, O = Good Exchange
 - Announce and post Officials’ Assignments in multiple locations
 - Announce Relay Take-Off assignments & 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 and when the relief shifts will take place during the session
 - Distribute heat sheets to CJs, Deck Referees and Starters
6. **During Competition:**
 - Perform a radio check prior to the beginning of each session
 - Advise the Deck Referee that all judges (turn and stroke) 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

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

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- 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” slips according to the protocol verified in meet preplanning
 - Know, and use, the Radio Etiquette and Protocol guidelines on the USA Swimming website
 - 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 DR 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
 - What is your jurisdiction? You want to make sure the infraction occurred in the official’s jurisdiction
 - Which Lane? 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 has an understanding of 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 using Rulebook language
 - 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
 - for Relays:
 - 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 & which swimmer or, “All clear Lanes 1 to 4 or Lanes 5 to 8”

7. 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

8. 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

Attachment A

Team Lead or as assigned:

- Daily Greetings, Announcements and Time Lines
- Introduce the Meet Referee, Meet Director and the Assigned Team
- IRS letter from Meet Referee
- 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 using the "Official's Briefing" on USA Swimming website under "Training Resources"
- 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

Managing of Timers and Counters

- Prepare timer clipboards with pencils & 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 teams names
- Confirm Starter will do the timers meeting if using volunteer timers
- Announce and give instructions if using officials as timers

Managing of Officials

- Prepare sign in sheets
- 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

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, adequate DQ and No Show Slips for CJ's
 - ONLY Deck Referee & Meet Referee, Starter and Chief Judge heat sheet include the "time-line"
 - 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 & Collect Radio 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

Checklist for Chief Judge Advancement Evaluations

(Refer to the National Certification Advancement Summary¹)

Attachment B

There are three basic criteria categories for each level of evaluation - Knowledge and application of: 1) the rules and regulations, 2) National Championship protocols, procedures and guidelines, and 3) USA Swimming's team philosophy for officiating.

N2 CJ Evaluation – Prerequisites² for requesting an evaluation:

- N2 certified Stroke and Turn (ST) Judge
- At least 8 sessions working as an N2 Stroke and Turn Judge and has worked at least 4 sessions as a CJ under supervision of an N2 or N3 Chief Judge since N2 ST certification

N2 CJ - Performance Requirements for an Advancing Evaluation

- Demonstrate an understanding of the current USA Swimming Rules and Regulations
- Demonstrate an understanding of the current Rules Interpretations published by the USA Swimming Rules and Regulations (USA S Rules & Regs) Committee
- Demonstrate a basic understanding of National Championship protocol and guidelines for the CJ position
- Demonstrate an initial awareness and knowledge of the Chief Judge duties and responsibilities as outlined by the Meet Referee; or per Attachment A if the Meet Referee gives no specific direction
- Is able to complete the duties and responsibilities with guidance from others
- Demonstrates awareness of the urgency and timely need for processing all duties and responsibilities
- Completes the paperwork and processes needed for success with guidance from N2 or N3 Chief Judge mentors
- Demonstrate an understanding of “working as a team,” and perform as a team member
- Demonstrate an understanding of the need for attention to detail and accuracy
- Uses the radio to accurately communicate using the recommended protocol

N3 initial CJ Evaluation (this is not a certification level) – Prerequisites² for requesting an evaluation:

- N3 Stroke and Turn Judge and N2 certification as Deck Referee or Chief Judge.
- Active as an N3 ST and N2 CJ or DR in the LSC at all levels of meets
- At least 8 sessions as a Chief Judge (where a CJ team is used in each session) since certification as N2 CJ or N2 DR

N3 initial CJ Evaluation - Performance Requirements for a recommendation to proceed to an N3 final Evaluation

- Demonstrates an understanding of, and correctly applies: the current USA Swimming Rules and Regulations, the current Rules Interpretations published by the USA S Rules & Regs Committee, and National Championship protocol and guidelines for the CJ position
- Demonstrates advanced understanding of the Chief Judge duties and responsibilities outlined by the Meet Referee ; or per Attachment A if the Meet Referee gives no specific direction
- Completes all of the assigned duties and responsibilities with minimal guidance from others
- Undertakes all duties and responsibilities with the appropriate sense of: correctness, attention to detail, consistency, urgency and timeliness
- Understands the flow of “paperwork” and processes needed to be a successful CJ
- Works well with the team of CJs, showing initiative and support for the team members
- Demonstrates attention to detail and performs duties with consistent accuracy

N3 final CJ Evaluation – Prerequisites² for requesting an evaluation:

- Active Chief Judge since N3i evaluation with varied experience that includes high-level meets, preferably outside the home LSC. (High level meets include – sectionals, grand prix, zone meets, LSC championships)
- Worked at least eight (8) sessions as a Chief Judge after receiving a “recommendation” N3 initial CJ evaluation

N3 final CJ Evaluation - Performance Requirements for N3 Certification recommendation

- Understands and correctly applies: the current USA Swimming Rules and Regulations, the current Rules Interpretations published by the USA S Rules & Regs Committee, and National Championship protocol and guidelines for the CJ position
- Understands of and correctly applies National Championship protocol and guidelines for the position
- Correctly applies Chief Judge Duties and Responsibilities outlined by the Meet Referee as conveyed by the Team Lead Chief Judge
- Completes, without guidance from others, all assigned duties and responsibilities consistently and correctly with appropriate attention to detail, use of radio protocol, urgency and timeliness
- Works well with the team of CJs, demonstrating the ability to lead, motivate and resolve conflicts

¹ There are other requirements that need to be met before an application for National Certification can be submitted and approved.

² Do not ask to be evaluated before the prerequisites have been satisfied.