# The "Professional" Chief Judge -or- Assistant and Mentor to All Officials

o

## 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

- **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 <u>immediately identify the lane</u> 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) <u>**prints**</u> 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"

- **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
- **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 toweled dry

**N2 CJ Evaluation – Prerequisites for requesting an evaluation:**

- N2 certified Stroke & Turn (ST) Judge **and** either LSC certified Deck Referee **or** LSC Certified CJ (if the LSC has a certification)
- Must have worked a combined 16 sessions as CJ or ST prior to requesting evaluation
    - At least 8 sessions as Chief Judge must be completed.
    - The **majority** of the 8 N2 CJ pre-evaluation sessions must be completed on a dedicated CJ team using pre-meet, session briefing, on-deck and post-session responsibilities
        - at prelim/final meets where a minimum of 3 sessions are worked as a CJ
        - where there is a minimum of 2 CJs per pool (may include TLCJ)
        - where there is a TLCJ that is consistent
    - A **maximum** of 3 sessions may be counted towards the 8 pre-evaluation sessions at meets not fulfilling the above dedicated team requirement

**N2 CJ - Performance Requirements for an Advancing Evaluation:**

- Must be evaluated over 3 sessions in that position at that meet and serve on a dedicated CJ team.
- Demonstrates an understanding of the current USA Swimming Rules and Regulations
- Demonstrates an understanding of the current Rules Interpretations published by the USA Swimming Rules and Regulations Committee
- Demonstrates a basic understanding of National Championship protocol and guidelines for the CJ position
- Demonstrates an initial awareness and knowledge of the Chief Judge duties and responsibilities as outlined by the Meet Referee
- Completes 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
- Demonstrates an understanding of "working as a team," and performs as a team member
- Demonstrates an understanding of the need for attention to detail and accuracy
- Uses the radio to accurately communicate using the recommended protocol
- If the evaluation is satisfactory and all other requirements are met, submits a "National Certification Application" using the OTS

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

- N3 Stroke and Turn Judge and N2 CJ certifications
- 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
    - The **majority** of the 8 N3i CJ pre-evaluation sessions must be completed on a dedicated CJ team using pre-meet, session briefing, on-deck and post-session responsibilities
        - at prelim/final meets where a minimum of 3 sessions are worked as a CJ
        - where there is a minimum of 2 CJs per pool (may include TLCJ)
        - where there is a TLCJ that is consistent
    - A **maximum** of 3 sessions may be counted towards the 8 pre-evaluation sessions at meets not fulfilling the above dedicated team requirement

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

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

- CJ sessions for N3 initial (N3i) evaluation must be completed on a dedicated CJ team
    - with a minimum of 2 CJs per pool
    - **plus** a consistent TLCJ
    - the evaluated CJ(s) are the same for a minimum of 4 sessions
- Demonstrates an understanding of, and correctly applies: the current USA Swimming Rules and Regulations, the current Rules Interpretations published by the USA Swimming 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
- 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 – Prerequisites for requesting an evaluation:**

- Active Chief Judge since N3i evaluation with varied experience that includes OQMs such as Futures, Zones, Sectionals, and LSC Championships
- At least 8 sessions as a Chief Judge (where a CJ team is used in each session) since N3i CJ evaluation
    - The **majority** of the 8 N3f CJ pre-evaluation sessions must be completed on a dedicated CJ team using pre-meet, session briefing, on-deck and post-session responsibilities
        - at prelim/final meets where a minimum of 3 sessions are worked as a CJ
        - where there is a minimum of 2 CJs per pool (may include TLCJ)
        - where there is a TLCJ that is consistent
    - A **maximum** of 3 sessions may be counted towards the 8 pre-evaluation sessions at meets not fulfilling the above dedicated team requirement

**N3 final CJ Evaluation - Performance Requirements for N3 Certification recommendation:**

- CJ sessions for N3 final (N3f) evaluation must be completed on a dedicated CJ team
    - with a minimum of 2 CJs per pool
    - **plus** a consistent TLCJ
    - the evaluated CJ(s) are the same for a minimum of 4 sessions
- 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 and correctly applies National Championship protocol and guidelines for the position
- Applies correctly the 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

**If your evaluation is satisfactory, and all other requirements are met, you will need to submit a “National Certification Application” using the OTS.**