



POTOMAC VALLEY
SWIMMING

Chief Judge *Presentation*



Introduction



- **Chief Judges ----- fill many roles!**
- **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.
- **Responsible for:**
 - **Assisting the Meet & Deck Referees**
 - **Organizing all S&T judges**
 - **Mentoring S&T Judges**
 - **Assuring smooth running of the meet**
- **Above all: Must be a Leader!**





Attributes of a Good CJ

- Firm knowledge of the rules & meet announcement is required
- Firm knowledge of deck protocol
- Must be flexible, creative, able to think on their feet, and CALM at all times
- Must be able to work with all levels of understanding within the officials, swimmers, timers, etc.
- Must be a “team” player
 - It’s important to always help each other out
- Must always be attentive
- Must always be anticipating the next responsibility on the deck for him/herself, as well as those under their responsibility
- Must be organized





Mentor

A mentor is:

- 1. a wise and trusted counselor or teacher**
 - 2. an influential senior sponsor or supporter**
- One of the most overlooked roles of the Chief Judge is that of “mentor”**
 - When does it begin?**
 - Why is it needed?**
 - What does it consist of and what does it require of the Chief Judge?**





Attributes of a Mentor

Consists of five basic people skills:

- Patience
- Encouragement
- Listening
- Questioning
- Feedback





Mentoring of Apprentice CJs

- Ensure that the apprentices are full participants and assign a CJ to mentor them during the session
 - Let them participate in the pre-session briefing
 - Stroke briefing
 - Assignments
 - Jurisdiction & protocol
 - Equipment
 - Have them participate in the questioning of the judges
 - Let them call in the calls
 - Use of radios mandatory
 - Let them fill out the DQ slips
- They are NOT to be used simply as “runners”!
- Recommend a USAS PPT presentation:
<https://www.usaswimming.org/docs/default-source/officialsdocuments/national-certification-and-evaluation/mentor-and-evaluator-resources/mentoring-swimming-officials-presentation.pdf>





Pre-meet Responsibilities

- **Schedule S&T Briefing**

- Meet with the DR or MR to determine their preferences
- Take “charge” of the meeting
- Start on time
- Allow enough time
- If more than one CJ, determine individual responsibilities



- **S&T Briefing**

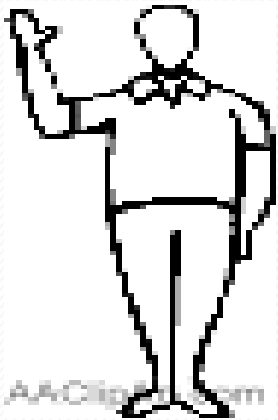
- Use the USA Swimming Officials’ Briefing found on USA Swimming’s website
- Conduct a Stroke and Turn briefing appropriate for the level of meet, taking in to account the experience level of the officials
 - May want to use a Q&A format for later in a multi-day meet
- Do not engage in lengthy discussions regarding rule interpretations
 - It is a briefing not a clinic



Pre-meet Responsibilities

• Jurisdiction Briefing

- Jurisdiction is set by the Meet Referee
- Typical jurisdictions are listed below
- Short course meets typically use combined stroke and turn judges
 - Stroke and Turn judges
 - Assigned lanes to center of pool
 - Turn judges
 - Last stroke in plus 1st stroke or stroke cycle out
 - Stroke judges
 - Wall-to-wall or overlapping
 - “Lead-Lag” being used
 - Positioning for 15 meter mark
 - Responsibility for recall rope
 - Where is it -- How does it operate



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Pre-meet Responsibilities

- **Assignments**

- Determine if Stroke Judges are to be used
- Coverage of 15m mark
- Assign Apprentices to experienced S&Ts for mentoring
- Are relief / reserve officials available? How will they be assigned?
- Attempt to provide breaks for all on a rotating basis
- Determine officials to be used for relay take off judges
- Prepare relay take off slips
 - May have to use off-duty refs or starters, but only as last resort.
- An extra S&T Judge may be assigned either as a:
 - Place Judge if there is only one Starter at the session
 - Chief Timer during distance events with different timers each heat



Minor Athlete Abuse Prevention Policy “MAAPP”



Officials and timers briefing: (required!)

- This meet is conducted according to current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy.
- Make sure all interactions with athletes are observable and interruptible.
- Deck changing is prohibited. Report instances of deck changing to the meet referee/meet director.
- [IF ONLY ONE LOCKER ROOM/RESTROOM] Make sure you are not alone with an athlete in the locker room, including to use the restroom. Be proactive and tell the meet director immediately if this happens, even when it occurred through no fault of your own. Separate times have been delegated for your use.
- [IF MULTIPLE FACILITIES] There is a separate locker room/restroom for athletes and all other adults. Make sure that you are only using the facility marked for you.



Responsibilities During Meet

- Respond to a raised hand
 - Radio to referee (typical radio protocol - may be modified by Meet/Deck Referee)
 - *“Possible disqualification: turn end, lanes ___ thru ___.”*
 - Go to S&T official and ask: *“Which lane?”*
 - Promptly radio to referee lane number
 - Question official as to the call:
 - *“What did you see?”*
 - *“How is it a violation?”*
 - Resolve the DQ as quickly as accuracy will allow
 - Make sure official is confident of their call
 - Make sure call is within official’s jurisdiction
 - Make sure you are confident with the call



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Responsibilities During Meet



- **Remember!**
 - You are the “eyes and ears” of the Deck Referee when taking a call!
 - Wait one second after pressing the PTT button before speaking
 - Relax and speak distinctly
 - Recite the violation, as you understand it, using the language of the rulebook
 - You may be asked for further information from the DR
 - Do not elaborate on the call unless asked by the DR
 - Indicate that you may need “further discussion”: face-to-face conversation with the referee



Responsibilities During Meet

- Respond to a hand raised by a S/T
 - Radio to referee: ex. “Event # ___, heat# ___, lane# ___, the call is non-simultaneous touch, 1st turn.”
 - Do not elaborate at this time
 - You should include a recommendation:
 - “I recommend acceptance” or
 - “I need further discussion” at which point CJ should step away from S&T
 - The referee may
 - ask for more clarification
 - follow the CJ’s recommendation by repeating the event/heat/lane# stating: “The call is accepted”
 - ask to speak to the CJ face-to-face: “I need further discussion”





Responsibilities During Meet

- Relays
 - CJ responsible for Assignments distributes the relay T/O slips to the appropriate personnel
 - May include one or more CJs (but discouraged)
 - After last T/O, CJs on each side check with Side T/O Judge to see if they have a possible early take off
 - If “yes”, then CJ radios in, “*Possible disqualification, lane, #___*”.
 - He/she then goes and checks with the appropriate lane judge for confirmation.
 - If “yes”, the CJ radios in, “*Confirmed early take off, lane #___, swimmer #___*”.
 - If no confirmation, CJ radios in, “*Lanes n-m clear*”.





Responsibilities During Meet



- **Filling out the DQ slip**
 - **When the call is accepted**
 - **Enter the Event, Heat, Lane #**
 - **Enter the swimmer/relay team's name, if available**
 - **Find the name of the stroke**
 - **Use "Other" for non-stroke violations**
 - **Mark with an "X" or a checkmark when in the swim the infraction was observed: Start, Swim, Turn, Finish**
 - **If the swim is longer than 2 lengths, write the number of the turn above your "X" or checkmark if requested by Referee**
 - **Mark the infraction with an "X" or checkmark -- if the infraction is not listed write it next to "other" for that stroke using rulebook terminology**



Responsibilities During Meet

- **Filling out the DQ slip**
 - When the DQ slip is complete, the official making the call *carefully* reviews the DQ slip for accuracy and prints his/her name where it says “Judge”
 - The CJ should initial next to the S&T’s name
 - If the swimmer has been notified of the DQ, the CJ marks the DQ report to that effect, if the CJ is still in possession of the DQ report
 - The Deck Referee prints his/her name where it says “Referee”
 - Refrain from making any other marks or writing additional information on the slip
 - If you make a mistake, tear it up and start over!





Start Area Chief Judge

- **The CJ positioned next to the start area has the following additional responsibilities:**
 - **Fills out confirmed false start DQ slips, and hands to the Starter.**
 - **The Start Area CJ may have responsibility for the following tasks depending on the meet and if asked by the Deck Referee:**
 - **Fills out, (or holds), “Declared False Start” (“DFS”) form, if being used**
 - **Fills out reseed form if being used**
 - **Fills out “No Show” slips for swimmers missing heats if being used**
 - **If being used, hands completed slips (no-shows, reseed, DFS, etc.) to Deck Ref for signature as they occur**





USA SWIMMING **DISQUALIFICATION REPORT**

EVENT# _____ HEAT _____ LANE _____

SWIMMER _____ TEAM _____

BUTTERFLY START _____ SWIM _____ TURN _____ FINISH _____

KICK: ALTERNATING (1A) _____ BREAST (1B) _____ SCISSORS (1C) _____

ARMS: NON-SIMULTANEOUS (1E) _____ UNDERWATER RECOVERY (1F) _____

TOUCH: ONE HAND (1J) _____ NOT SEPARATED (1H) _____

NON-SIMULTANEOUS (1L) _____ NO TOUCH (1K) _____

NOT TOWARD THE BREAST OFF WALL (1M) _____

HEAD DID NOT BREAK SURFACE BY 15m (1N) _____ RE-SUBMERGED (1R) _____

OTHER (1T): _____

BACKSTROKE START _____ SWIM _____ TURN _____ FINISH _____

NO TOUCH AT TURN (2I) # _____

PAST VERTICAL AT TURN _____

DELAY INITIATING ARM PULL (2S) _____ DELAY INITIATING TURN (2T) _____

MULTIPLE STROKES (2U) _____

TOES OVER LIP OF GUTTER AFTER THE START (2P) _____

HEAD DID NOT BREAK SURFACE BY 15m (2N) _____ RE-SUBMERGED (2R) _____

NOT ON BACK OFF WALL (2K) _____

SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2L) _____

OTHER (2T): _____

BREASTSTROKE START _____ SWIM _____ TURN _____ FINISH _____

KICK: ALTERNATING (3A) _____ BUTTERFLY (3C) _____ SCISSORS (3D) _____

ARMS: PAST HORIZONTAL (3E) _____ NON-SIMULTANEOUS (3F) _____

TWO STROKES UNDER (3G) _____ NOT IN SAME HORIZONTAL PLANE (3H) _____

ELBOWS RECOVERED OVER WATER (3I) _____

TOUCH: ONE HAND (3J) _____ NOT SEPARATED (3N) _____

NON-SIMULTANEOUS (3L) _____ NO TOUCH (3K) _____

NOT TOWARD THE BREAST OFF WALL (3M) _____

CYCLE: KICK BEFORE PULL (3Q) _____ HEAD NOT UP (3P) _____

DOUBLE PULLS/KICKS (3S) _____

OTHER (3T): _____

FREESTYLE

NO TOUCH AT TURN (4K) # _____

HEAD DID NOT BREAK SURFACE BY 15m (4N) _____ RE-SUBMERGED (4C) _____

INDIVIDUAL MEDLEY

STROKE INFRACTION(S) # _____ OUT OF SEQUENCE (5P) _____

FOURTH DISTANCE SWUM IN STYLE OF PREVIOUS STROKE _____

RELAYS

STROKE INFRACTION: (61-64) # _____ SWIMMER # _____

EARLY TAKE OFF SWIMMER (66-68) # _____

CHANGED ORDER (6P): SWIMMER _____ STROKE _____

OTHER (6T): _____

MISCELLANEOUS

FALSE START (7D) _____ DECLARED FALSE START (7P) _____

DID NOT FINISH (7Q) _____ DELAY OF MEET (7R) _____

OTHER (7S-2): _____

JUDGE: _____
(print name clearly)

REFEREE: _____
(print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH

rev. (7/19)

DESK/REFEREE

• Be familiar with layout of DQ slip!



•Select proper DQ info:

BREASTSTROKE START _____ **SWIM** _____ TURN _____ FINISH _____
KICK: ALTERNATING (3A) _____ BUTTERFLY (3C) _____ SCISSORS (3D) _____
ARMS: PAST HIPLINE (3E) _____ NON-SIMULTANEOUS (3F) _____
TWO STROKES UNDER (3G) _____ NOT IN SAME HORIZONTAL PLANE (3H) _____
ELBOWS RECOVERED OVER WATER (3I) _____
TOUCH: ONE HAND (3J) _____ NOT SEPARATED (3N) _____
NON-SIMULTANEOUS (3L) _____ NO TOUCH (3K) _____
NOT TOWARD THE BREAST OFF WALL (3M) _____
CYCLE: KICK BEFORE PULL (3Q) _____ HEAD NOT UP (3P) _____
DOUBLE PULLS/KICKS (3S) _____
OTHER (3T): _____



Start Swim Turn Finish

when or where does a call take place?

The start is from the point the swimmers leaves the blocks until the swimmer's head is up.

The swim is from the point the head is up until the swimmer initiates the turning motion.

The turn is from the initiation of the turn, last stroke in/continuous turning action, until the head is up.

The finish is the last stroke in/finish move at the finish.





100y Butterfly

Turn End Chief Judge (TEC): *“Possible disqualification Turn end Lanes 5 thru 8.”* [Walks to Stroke & Turn Judge (S&T)].

TECJ to S&T: *“What Lane?”*

S&T: *“Lane 6.”*

TECJ: *“Possible disqualification in Lane 6.”* [Start End Chief Judge (SECJ) moves to stand by Lane 6.]

[TEC] converses with the S&T and vets the call]

TECJ: [Takes 3 steps away from pool edge]

“Possible disqualification in Event 54, Heat 3, Lane 6. One hand-touch at turn 3. I recommend acceptance of the disqualification.”

Deck Referee (DR): *“Event 54, Heat 3, Lane 6. One hand touch. I accept the disqualification.”*

[TEC] fills out the DQ slip, has the S&T sign and initials next to the S&T and sends it to the Deck Referee to sign.]

“Radio conversation”

“Person-to-Person conversation”

DISQUALIFICATION REPORT

EVENT# **54** HEAT **3** LANE **6**
 SWIMMER **S. Swimmer** TEAM **RMSC**

BUTTERFLY START ___ SWIM ___ TURN **X** FINISH ___
 KICK: ALTERNATING (1A) ___ BREAST (1B) ___ SCISSORS (1C) ___
 ARMS: NON-SIMULTANEOUS (1E) ___ UNDERWATER RECOVERY (1F) ___
 TOUCH: ONE HAND (1J) **X** NOT SEPARATED (1H) ___
 NON-SIMULTANEOUS (1L) ___ NO TOUCH (1K) ___
 NOT TOWARD THE BREAST OFF WALL (1M) ___
 HEAD DID NOT BREAK SURFACE BY 15m (1N) ___ RE-SUBMERGED (1R) ___
 OTHER (1T): _____

BACKSTROKE START ___ SWIM ___ TURN ___ FINISH ___
 NO TOUCH AT TURN (2I) # _____
 PAST VERTICAL AT TURN: _____
 DELAY INITIATING ARM PULL (2s) ___ DELAY INITIATING TURN (2t) ___
 MULTIPLE STROKES (2u) ___
 TOES OVER LIP OF GUTTER AFTER THE START (2P) ___
 HEAD DID NOT BREAK SURFACE BY 15m (2N) ___ RE-SUBMERGED (2R) ___
 NOT ON BACK OFF WALL (2K) ___
 SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2L) ___
 OTHER (2T): _____

BREASTSTROKE START ___ SWIM ___ TURN ___ FINISH ___
 KICK: ALTERNATING (3A) ___ BUTTERFLY (3C) ___ SCISSORS (3D) ___
 ARMS: PAST HORIZONTAL (3E) ___ NON-SIMULTANEOUS (3F) ___
 TWO STROKES UNDER (3G) ___ NOT IN SAME HORIZONTAL PLANE (3H) ___
 ELBOWS RECOVERED OVER WATER (3I) ___
 TOUCH: ONE HAND (3J) ___ NOT SEPARATED (3N) ___
 NON-SIMULTANEOUS (3L) ___ NO TOUCH (3K) ___
 NOT TOWARD THE BREAST OFF WALL (3M) ___
 CYCLE: KICK BEFORE PULL (3Q) ___ HEAD NOT UP (3P) ___
 DOUBLE PULLS/KICKS (3a) ___
 OTHER (3T): _____

FREESTYLE
 NO TOUCH AT TURN (4K) # _____
 HEAD DID NOT BREAK SURFACE BY 15m (4N) ___ RE-SUBMERGED (4C) ___

INDIVIDUAL MEDLEY
 STROKE INFRACTION(S) # _____ OUT OF SEQUENCE (8P) _____
 FOURTH DISTANCE SWUM IN STYLE OF PREVIOUS STROKE _____

RELAYS
 STROKE INFRACTION: (61-64) # _____ SWIMMER # _____
 EARLY TAKE OFF SWIMMER (66-68) # _____
 CHANGED ORDER (6P): SWIMMER ___ STROKE ___
 OTHER (6T): _____

MISCELLANEOUS
 FALSE START (7D) ___ DECLARED FALSE START (7P) ___
 DID NOT FINISH (7Q) ___ DELAY OF MEET (7R) ___
 OTHER (7S-Z): _____

JUDGE: **S. Witkin** **JSE**
(print name clearly)

REFEREE: **B. Ship**
(print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH _____

rev. (7/19) SWIMMER/COACH



Vetting The Potential Call

- The Chief Judge should ask questions of the S&T to understand and confirm what the S&T saw and how that is a violation.
- For a potential one hand touch in butterfly:
 - Which hand touched
 - Where was the other hand
- It is *critical* that the CJ understand precisely what the S&T saw, but avoid asking needless questions





False Start

(confirmed after the start)

Deck Referee over radio:

“Confirmed false start. Event 26, Heat 5, Lane 7.”

Chief Judge walks to Lane 7.

CJ speaks to the swimmer when the swimmer exits the pool: *“Please follow me. You were observed initiating a start prior to the start signal. As a result you have been disqualified from this event for a False Start. Any questions you or your coach may have should be directed to the Referee.”*

CJ on radio: “Swimmer, Event 26, Heat 5, Lane 7 notified.”

USA SWIMMING **DISQUALIFICATION REPORT**

EVENT# 26 HEAT 5 LANE 7

SWIMMER _____ TEAM _____

BUTTERFLY START ___ SWIM ___ TURN ___ FINISH ___

KICK: ALTERNATING (1A) ___ BREAST (1B) ___ SCISSORS (1C) ___

ARMS: NON-SIMULTANEOUS (1E) ___ UNDERWATER RECOVERY (1F) ___

TOUCH: ONE HAND (1J) ___ NOT SEPARATED (1H) ___

NON-SIMULTANEOUS (1L) ___ NO TOUCH (1K) ___

NOT TOWARD THE BREAST OFF WALL (1M) ___

HEAD DID NOT BREAK SURFACE BY 15m (1N) ___ RE-SUBMERGED (1R) ___

OTHER (1t): _____

BACKSTROKE START ___ SWIM ___ TURN ___ FINISH ___

NO TOUCH AT TURN (2i) # _____

PAST VERTICAL AT TURN:

DELAY INITIATING ARM PULL (2s) ___ DELAY INITIATING TURN (2t) ___

MULTIPLE STROKES (2u) ___

TOES OVER LIP OF GUTTER AFTER THE START (2p) ___

HEAD DID NOT BREAK SURFACE BY 15m (2v) ___ RE-SUBMERGED (2r) ___

NOT ON BACK OFF WALL (2x) ___

SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2L) ___

OTHER (2t): _____

BREASTSTROKE START ___ SWIM ___ TURN ___ FINISH ___

KICK: ALTERNATING (3A) ___ BUTTERFLY (3C) ___ SCISSORS (3D) ___

ARMS: PAST HIPLINE (3E) ___ NON-SIMULTANEOUS (3F) ___

TWO STROKES UNDER (3G) ___ NOT IN SAME HORIZONTAL PLANE (3H) ___

ELBOWS RECOVERED OVER WATER (3I) ___

TOUCH: ONE HAND (3J) ___ NOT SEPARATED (3N) ___

NON-SIMULTANEOUS (3L) ___ NO TOUCH (3K) ___

NOT TOWARD THE BREAST OFF WALL (3M) ___

CYCLE: KICK BEFORE PULL (3Q) ___ HEAD NOT UP (3P) ___

DOUBLE PULLS/KICKS (3S) ___

OTHER (3t): _____

FREESTYLE

NO TOUCH AT TURN (4k) # _____

HEAD DID NOT BREAK SURFACE BY 15m (4n) ___ RE-SUBMERGED (4c) ___

INDIVIDUAL MEDLEY

STROKE INFRACTION(S) # _____ OUT OF SEQUENCE (5p) ___

FOURTH DISTANCE SWIM IN STYLE OF PREVIOUS STROKE ___

RELAYS

STROKE INFRACTION: (61-64) # _____ SWIMMER # _____

EARLY TAKE OFF SWIMMER (66-68) # _____

CHANGED ORDER (6p): SWIMMER _____ STROKE _____

OTHER (6t): _____

MISCELLANEOUS

FALSE START (7c) DECLARED FALSE START (7p) ___

DID NOT FINISH (7a) ___ DELAY OF MEET (7r) ___

OTHER (7s-z): _____

JUDGE: S. Edwards **KR**

REFEREE: R. McMillen

NOTIFIED: SWIMMER _____ COACH _____

rev. (7/19)

DESK/REFEREE



Call Not Recommended

Chief Judge: *“Possible disqualification Start end Lanes 1 thru 4.”* [Walks to S&T Judge]

CJ to S&T: *“What Lane?”*

S&T: *“Lane 2”*

CJ: On radio *“Possible disqualification in Lane 2”*

CJ: *“What did you see?”*

S&T: *“Swimmer missed the wall at turn 2. He did not get any push off from the wall.”*

CJ: *“Did you see a gap between the swimmer’s toes and wall?”*

S&T: *“With water reflection and waves I could not clearly see the feet. The swimmer did not appear to push off the wall.”*

CJ: *“Just bear with me, one more time. Did you see the swimmer’s feet?”*

S&T: *“I could not see the feet.”*

CJ: *“Thank you.”* Steps away from pool edge

On radio: *“Possible disqualification in Event 62, Heat 1, Lane 2. No touch at Turn 2. I need further discussion*

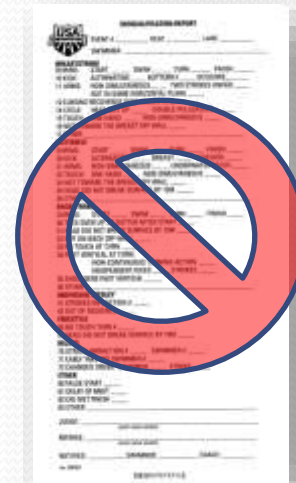
Deck Referee (DR): *“Event 62, Heat 1, Lane 2. No touch at Turn 2. I understand you have concerns. What is your concern?”*

CJ: *“Because of water reflection, the official could not see the feet relative to the wall. The call was made based solely on the appearance of no push off from the wall. It is possible the swimmer’s toes could have brushed the wall.”*

DR: *“I accept your concern. The disqualification is not allowed.”*

On radio: *“Event 62, Heat 1, Lane 2, the disqualification is rejected”*

CJ: Informs the S&T of the disallowed disqualification and uses this as an opportunity to mentor the official at the end of the session





Applicable Rules

- **102.11.1 Referee ... can overrule any meet official on a point of rule interpretation, and on a judgement decision pertaining to an action which the referee has personally observed.**
- **102.13.3 Stroke judge ... shall report any violations to Referee on signed slips detailing the event, the heat number, the lane number, and the infraction.**
- **Referring back to the first slide of the presentation, the Chief Judge has no authority to accept or overturn calls make by Stroke and Turn judges. The Chief Judge "reports their decisions"**





Certification Requirements

1. Age - 18 years or older
2. Worked at least 10 sessions as a Stroke and Turn Judge (3 sessions may include Computer Operator, Timing System Operator or Administrative Official)
3. Attend a PVS conducted Chief Judge's Clinic
4. Register as a non-athlete with USA Swimming
5. Serve on-deck as an apprentice with a PVS certified Chief Judge or Referee at a minimum of six (6) different sessions at a minimum of two different PVS-sanctioned non-Officials Qualifying Meets*; Two sessions may be done at a USA Swimming sanctioned meet outside of PVS if the mentor is a certified PVS Chief Judge. At least four (4) apprentice sessions must use radios. Recommend a minimum of three (3) stroke briefings and one (1) jurisdiction/protocol briefing during apprentice sessions



*** Excludes all Freestyle sessions and observed and approved meets, such as high school, college, and masters competitions. No more than one training session may be at a mini-meet.**



Certification Requirements

6. Perform to the satisfaction of the Referee and report that to PVS on the PVS Chief Judge Evaluation Form
 7. Pass the USA Swimming Stroke & Turn test and the PVS Chief Judge Test with a combined grade of at least 85%
 8. **Prior to setting up the evaluation session, the apprentice must submit the PVS Official's Evaluation Readiness Request Form to the PVS Certification Officer to ensure that all pre-evaluation requirements have been met and receive confirmation**
 9. Be favorably observed at the last training session** by a designated PVS evaluator -- the evaluation will be recorded on the Chief Judge Evaluation Form
 10. Complete certification requirements within one year from the date of the Chief Judge clinic
 11. Certification is good until December 31 following two years after the date of issuance
- ** Mini-meets and all Freestyle sessions are not eligible for final checkout session.



Chief Judge Test

- On-line at PVS website
- Link to test:
<http://www.pvswim.org/ChiefJudgeTest.html>
- 25 questions; 4 pages
- Used for both initial certification and recertification
- Results sent back automatically



Potomac Valley Chief Judge Test
This test is for newly certifying Potomac Valley Chief Judges

Name *
First Last
Email *
Club *

Please use the following documents for reference.
The name of the document is a clickable link to the document
#1 "Rudges at PVS Meets" - from PVS website
#2 USAS Guide to Officiating Chapter 4 - Chief Judge (USAS website)
#3 USAS The "Professional" Chief Judge - fr - Assistant and Mentor to All Officials (USAS website)
#4 "The Stroke Judge" - article dtd 2/18/2015 from PVS website
#5 USAS Disqualification Report (DQ alp) rev. (5/14)

It is recommended that you print out the test and complete it before coming back to enter your answers.
PVS Chief Judge Test

Enter your answers below. Note that you must answer every question before submitting the test.

#1 - The Chief Judge should arrive early to a session to be available for which of the following duties? *

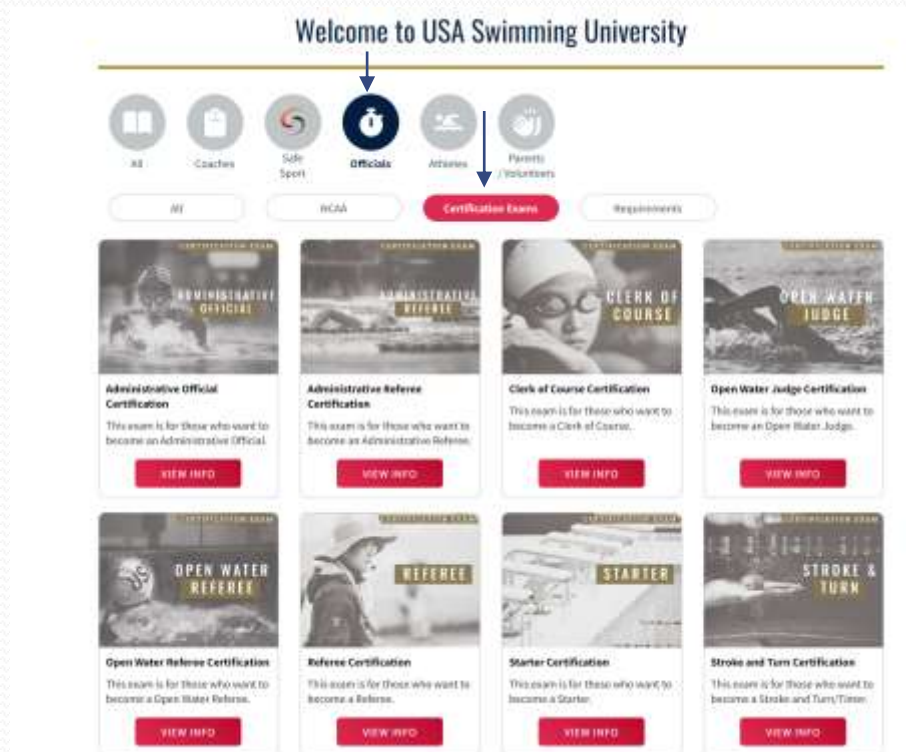
a) Review assignments and duties.
b) Prepare sign-in sheets
c) Confirm location of briefing area and equipment items
d) All of the above.

#2 - Which of the pre-session responsibilities are generally delegated to and expected to be performed by chief judges? *



USA Swimming Online Tests (for S&T test)

- Log in to the USA Swimming web site and choose **Education->Course Catalog**
- Click **Officials** and then **Certification Exams**





USA Swimming Online Tests

- Send the PVS Certification Officer (OfficialsCertification@pvswim.org) a screen shot of your test results
- Click View Transcript to access your transcript
- Do not send completion certificates

Welcome to USA Swimming University

VIEW TRANSCRIPT

VIEW CERTIFICATIONS





PVS LSC Re-certification Steps

- Previously certified by PVS or another USA Swimming Local Swim Committee (LSC) as a Chief Judge
- If from another LSC, fulfill all relevant requirements of the PVS Officials' Transfer Policy.
- Have a current membership in USA Swimming as a non-athlete member.
- Work at least four sessions per year at PVS-sanctioned meets, at least two of which will be as a Chief Judge, and at least one as a Stroke & Turn Judge.
- Of the total sessions worked per year in all positions, a minimum of four must be at PVS-sanctioned non-Officials Qualifying meets.
- Attend a PVS conducted Chief Judge's Clinic at least once every two years
- Pass the USAS S&T Test, **and the PVS Chief Judge test,** with a grade of at least 85%.
- Submit the online PVS Officials Recertification Request

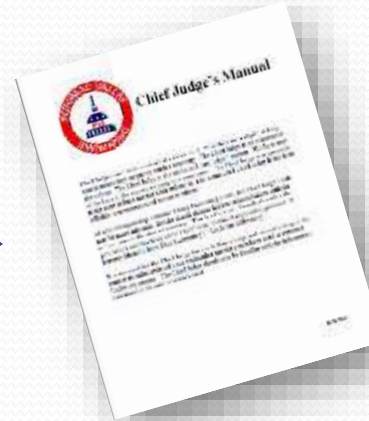


Additional Resources

Appendix

- **PVS Chief Judge's Manual available on the PVS website**

<http://www.pvswim.org/official/training/PVSCJ.pdf>



- **Midland X-Talk GXT1000/1500 Series GMR5/FRS Radio Owners Manual**

<https://midlandusa.com/wp-content/uploads/2012/02/GXT1000-Owners-Manual1.pdf>



- **Training Materials - Chief Judge**

http://www.pvswim.org/official/training/CJ_training.html



- **Officials Training Resources**

<https://www.usaswimming.org/officials/popular-resources/officials-documents>





Assignment Sheet

Appendix

Name of Meet:				Session Number: 3	
Deck Officials Assignments:				PRELIMS	TIMED FINALS
Meet Referee:				Head Starter:	Day/Date: Friday
Referees:				Starters:	Meet Day Number: 2
Chief Judges, Team Lead Chief Judge:					
S/L1		S/L8		T/L1	
Stroke Judges:					
S/L1		S/L8		T/L1	
Chief Timers:					
Lane 1:			Lane 8:		
Turn Judges					
Ln.	Notes	Start End	Turn End	Relief Judges	Ln.
1					S T 1
2					S T 2
3					S T 3
4					S T 4
5					S T 5
6					S T 6
7					S T 7
8					S T 8
Additional Notes					

- Available at <http://www.pvswim.org/official/forms.html>
- Typically only used at Officials Qualifying Meets (OQMs)
- May also be used at other meets at discretion of Meet Referee
- There are also other styles in use



No Show Slip

Appendix

Additional forms: (Start Area CJ may be asked to complete these as necessary)

Both available at <http://www.pvswim.org/official/forms.html>

NO SHOW FOR EVENT

Swimmers
Name: _____ Club _____

Event # _____ Heat: _____ Lane: _____
Have swimmer contact the Admin Referee if he/she has any question
regarding: SCRATCH FROM NEXT EVENT

Penalty Event:

EVENT # _____ Heat: _____ Lane: _____

Referee: _____

REFEREE RESEED FORM - PVS

For combined/reseeded heats, complete form and give to head judge to ensure correct times are recorded.

ATHLETE'S NAME		MEET ID	CLUB
FROM	EVENT#	HEAT#	LANE#
TO	EVENT#	HEAT#	LANE#
DECK SEED PLACED IN EVENT# _____ / HEAT# _____ / LANE # _____			



Helpful hints with the radios:

- Hand out radios prior to each session & collect radios at the end of each session
- Make sure that radios are in a secure location
- Make sure radios are charged
- Conduct a radio check prior to each session while in the briefing room
- When using:
 - Upon pressing down on PTT, --- wait a half second before speaking
 - Hold PTT away from your lips when speaking
 - Speak slowly and clearly





Notifying Swimmers of DQs

Chief Judges may sometimes be asked to hold the swimmer and notify the swimmer of the DQ once the call is accepted. Example:

CJ: After swimmer exits the pool: *You were observed performing a one-hand touch at turn 3. As a result you are disqualified from this event. Any questions you or your coach may have should be directed to the Referee.* CJ then calls on radio: ***Event 54, Heat 3, Lane 6 swimmer notified.***

Note: Notifying swimmers of DQs done at the discretion of the Meet Referee. In PVS this is typically only done at higher level meets, such as Officials Qualifying Meets (OQMs).



Points of Emphasis for LSC non-championship meets

Appendix

- **Converse with the MR or DR well before the briefing to gather specific meet protocol and/or procedures**
- **Briefing is to be “brief” -- keep it that way**
- **Meet Referee determines if Deck Assignment sheets will be used**
- **Copies of assignment sheets are typically only made at LSC Championship or higher level meets**
- **Stroke Judges not normally used for short course sessions**
- **If fewer than 4 CJs**
 - **If only one: place at Turn end (unless Deck Referee says otherwise)**
 - **If only two: place at Start area & Turn end**
 - **If only three: place third at far side start end**
 - **Notifying swimmers of DQs not usually done at LSC meets**
- **Be familiar with the format of the DQ slip before the session starts**
- **so you can easily fill it out during the session**
- **Describe DQs according to language of the rulebook**
 - **Be familiar with that language before stepping on deck**
- **Do not shy away from your role as a “mentor”**





Points of Emphasis for LSC, non-championship meets

Appendix

- **Stick to minimal radio conversation**
- **Use established radio protocol**
- ***Never* use the radio during the whistle starting sequence**
- **Remember:**
 - **Your appearance and demeanor set an example for the S&T team on deck!**
 - **Dress professionally**
 - **Act professionally**
 - **Take your role seriously**
 - **Do as much preparation in advance as possible**
 - **Your role in vetting the calls on deck is critical**





PVS Chief Judge Presentation

Thank you!
Good luck!
See you on deck!

