

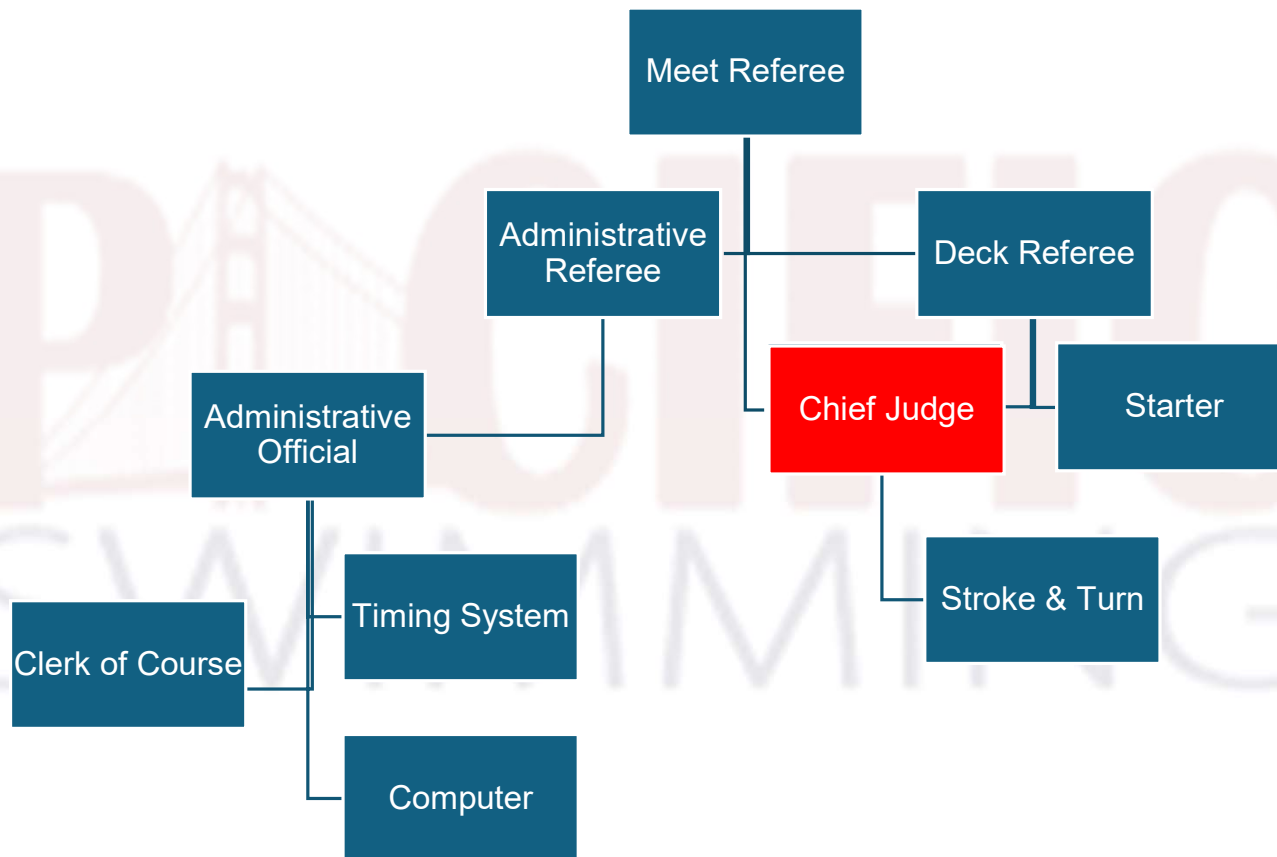


Chief Judge

2024 Pacific Swimming Officials' Clinic

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Meet Organizational Chart



Chief Judge Role

- FLEXIBILITY!!!
- Tasks & responsibilities depend on type of meet:
 - Time final meets
 - National
 - Prelims & Finals
- Tasks & responsibilities depend on Meet Referee
 - Meet Referee's preferences can vary from meet to meet



Evaluations & Mentorship

- CJ is always a mentor
 - Supportive encouragement
 - Positive corrections
 - Kudos and accolades
- CJ is no longer an evaluator unless assigned at an OQM
- Meet Referee is formal evaluator for non-OQMs
- CJ is the eyes & ears for the MR
 - Provide input for MR to help with a recommendation





PACIFIC SWIMMING

Chief Judge

Time Final Meets

CBA+

Senior Open Meet

Dual/Tri/Quad

League

Chief Judge Duties – Time Final Meets

- Credential check (Sign-in)
- Official's Meeting
- Jurisdiction/Protocol
- Deck Set/Teams
- On Deck (DQ slips)



Sign-in / Credential Check (Time Final Meets)

- Arrive before S&T arrive
- Check credentials for all S&T unless already pre-vetted
 - USAS Member in good standing? No exceptions
 - Background check, APT, Concussion Protocol current?
 - CANRA Complete?
 - Check once per meet
 - LSC Apprentice or Certified S&T?
 - National S&T Level?
 - Experience? (Years)
- Print official's name clearly on sign-in sheet
- Clarify what sessions S&T will work for meet
- Protect sign-in sheet (sheet protector?)



Officials Meeting! (Time Final Meets)

- Typically, 1-hour before start of session
- Lead CJ starts, but may delegate parts of briefing
- Introduction of MR & assigned officials
- Logistics
- Protocols & Jurisdictions (every session)
- Stroke Briefing (one per day)
- Team Building (Optional)
- S&T Teams/Deck Set
- Be aware of time (briefing should be 30 minutes or less)
- Tailor briefing for each session (is anyone new?)
- Always pause meeting when MR, Meet Director, AR join



Protocols &



Time Final Meets

- S&T Positioning (the “dance”)
- Moving as a team or independent jurisdictions?
- Tailor protocol for start-end, turn-end, and stroke judges
- Jurisdictions: lanes & distance of authority
- Collapsing protocol
 - Usually when # of consecutively occupied lanes is equal to or less than the largest lane jurisdictions
 - Usually when there are 2 or fewer swimmers in a stroke judge’s jurisdiction

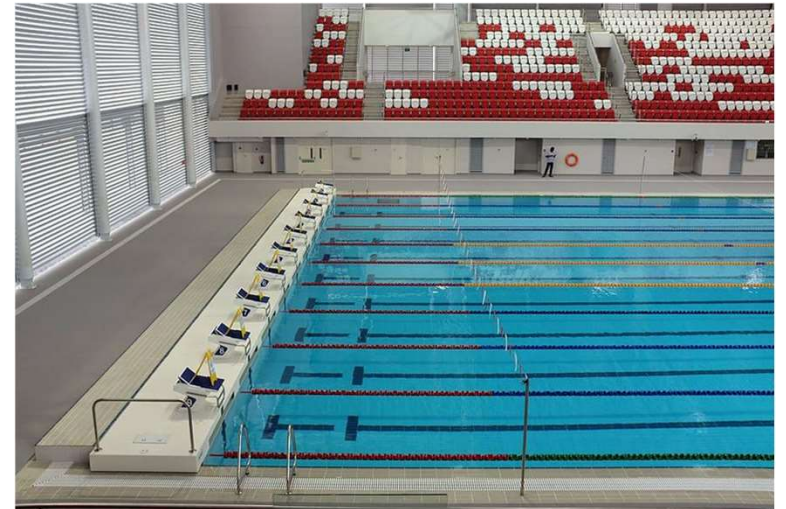
Stroke Briefing

- Help focus officials on their task
- At least once per day
- Tailor briefing to events in the session
- Read USA Swimming Stroke briefing
- Or do stroke briefing from memory
- NEVER ask for questions or feedback
- Dialog can lead to the “call of the day”



Deck Set / S&T Teams (Time Final Meets)

- Get parameters from MR prior to meet
 - Smallest lane jurisdiction?
 - 15m mark?
 - # of freestyle corners?
- Don't hesitate to ask for help
- Teams usually rotate sides
- S&T may rotate lanes amongst team



Deck Set Advice (Time Final Meets)

- Minimum of 3 S&T teams
- CJs can be used to “fix” odd numbers
- Max 1-hour per S&T shift
- Maximize breaks (i.e. event schedule)
- Include rotation frequency in plan
- Consider assignment requests
 - Course preference
 - Stroke, turn, start, RTO
- Balance the deck (like experience on same team)
- Apprentices with experienced officials
- Designate captain/lead per team of 3 or more on team



On Deck Role – Time Final Meets

- Usually 1 CJ per end
- Watch officials observing swimmers
- Collect DQ slips from S&T
 - Get clarity on what was observed & relay info to deck referee, if requested
 - Write name & club of swimmer (if possible)
 - Deliver DQ slips to deck referee
- Deliver DQ copies to coaches
- Handle requests for DQ clarification when asked by coach/referee
- Coach/mentor/guide S&T

Post-Meet Responsibilities (Time Final Meets)

- Sign-in sheet & deck sets to MR
 - Take a picture too

Chief Judge National Deck

Sectionals

Futures

Junior Nationals

Nationals

US Open

Pro Series

Trials



Chief Judge Duties – National Deck

- CJ Team with lead & 3 or more CJs
- Check-in S&T Team
- Official's Meeting
- Jurisdiction/Protocol
- Deck Set/Teams
- Deck Prep
- On Deck



Pre-meet Prep (Team Lead CJ) (National Deck)

- Read Meet Announcement
- Understand deck layout
 - Visit pool, view satellite image, or search online for images, if possible
- Communicate with Meet Referee
 - Establish expectations
 - Get approval for protocol
 - Get parameters for jurisdictions
 - Get parameters for S&T team assignments
 - Include MR in ALL communications



Pre-meet Prep (Team Lead CJ) (National Deck)

- Communication with Admin Referee
 - CJs distribute watches/timer boards/pencils to lanes?
 - CJs distribute paperwork for corner?
 - CJ's role in no shows?
 - Expectations for taking Declared False Starts
 - Are CJs responsible for a DQ log?
- Communication with Head Starter/Lead Deck Referee
 - Who prepares and supplies counting sheets for distance
 - How many bells for distance?
 - Who is responsible for bells for distance?
 - Will corner officials be available for RTOs or S&T if needed?

Team Lead CJ (National Deck)

- Prepare CJ Team pre-session assignments
- Prepare CJ Team on-deck assignments
- Rotate CJ team (each CJ in the hot seat)
- Plan for relief/breaks for CJs on deck
- Prepare briefing
 - Know Meet Director
 - Known assigned officials' names & assignment
 - Know where things are (check-in, hospitality, admin, first aid, restrooms)
 - Logistics (white boards, tape, markers, assignment sheets, etc)

Pre-meet Prep (Team Lead CJ) (National Deck)

- Communication with CJ Team
 - CJ Expectations & Responsibilities
 - CJ Assignments
 - Protocols & Jurisdictions
- Communication with S&T
 - Meeting times
 - Uniform
 - Protocols & Jurisdictions



Check-in (National Deck)

- Arrive before S&T arrive
- Work closely with CJ Assigned Deck Set
- Use a master sign-in roster for meet
- Create a system for checking-in (highlight?)
- Distribute radios & headsets [beginning of day]
 - Tell officials time of roll call
- Prep RTO books



Radios (National Deck)

- Radio Inventory
- Radio distribution (headsets too?)
- Meet Ref, Admin Ref, Admin, Deck Refs, Evaluators, Invigilators
- Roll call (15 or 20 min. prior to each session)
- Collect & charge radios at the end of each day



Officials Meeting (National Deck)

- 1-hour before start of each session
- Lead CJ starts, other CJs do parts of briefing
- Introduction of MR & assigned officials
- Logistics (1st day only)
- Protocols & Jurisdictions (specific to session)
- Stroke Briefing (one per day, specific to session)
- Team Building
- S&T Teams/Deck Set
- Always pause meeting when MR, Meet Director, AR join



Protocols &

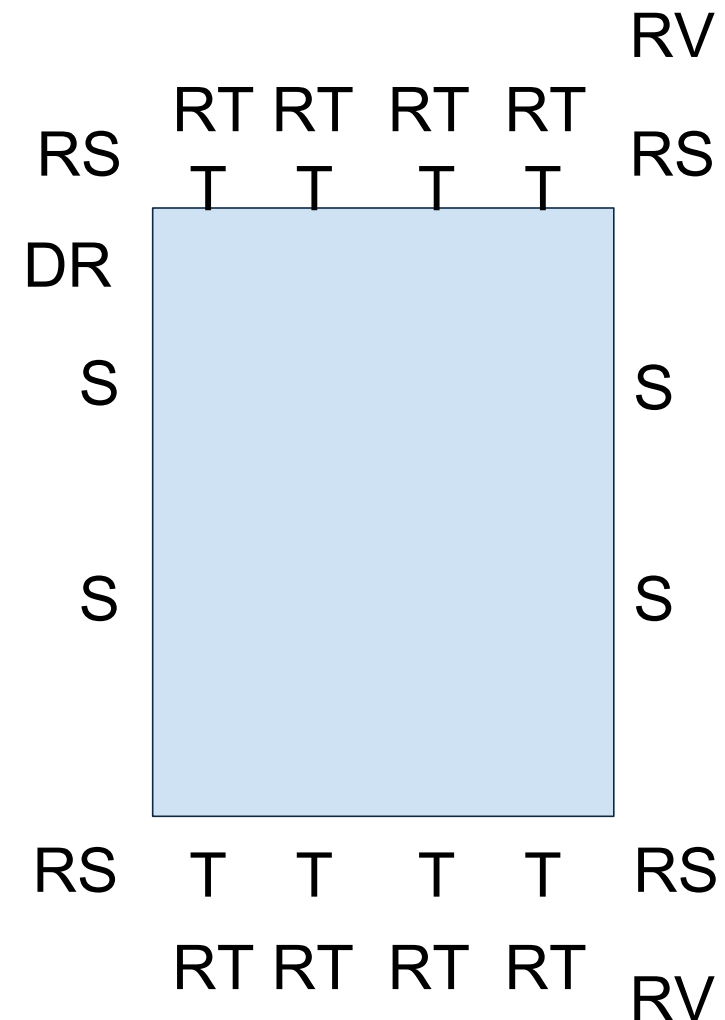


(National Deck)

- Jurisdictions: lanes & distance of authority
- Pre-determined & published to S&T Team
- S&T Positioning (the “dance”)
- Tailor protocol for start-end, turn-end, and stroke judges
- RTO Instructions

Deck Set (National Deck)

- Use National Deck Set form
- Assigned position (same lane(s) & side)
- Relief judges are used for breaks
- Don't hesitate to ask for help
- Use reserves when needed
- Remember RTO judges, if applicable



Deck Set (National Deck)

- Max 1-hour per S&T shift
- Include rotation frequency in plan
- Consider assignment requests
 - Course preference
 - Stroke, turn, start, RTO
- Avoid using CJs to fill deck
- No Apprentices



Deck Prep (National Deck)

- After warm up:
 - Prepare deck (timer chairs, backstroke ledges, 15m), if applicable
 - Distribute bells (usually one per lane), if applicable
 - Distribute counters (one per lane, set to 3), if applicable
- 15 min before start:
 - Distribute watches, timer boards, pencils to timers, if applicable
 - Distribute deck boards from Admin, if applicable
 - Radio Roll Call (maybe 20 min. before)
 - Distribute deck set copies to CJs and MR
- 5 min before start:
 - Radio when all S&T officials are in place

CJ Positions on deck (National Deck)

“Hot seat” – CJ in starter corner

- Primary CJ on deck
- Intermediary for admin & corner
 - Take declared false starts
 - Write up false starts
 - No show process
 - DQ clarifications/investigation
- Distribute CJ paperwork
- Responsible for Stroke & Turn judges in quadrant
- Usually back-up for notification
- Miscellaneous (e.g. ledges)



CJ Positions on deck (National Deck)

- Start end Quadrant (opposite the hot seat)
 - Usually primary for notification
 - Usually responsible for RTO slips and RTO teams
 - Responsible for Stroke & Turn judges in quadrant
 - Back-up for hot-seat
 - Miscellaneous (e.g. ledges)
- Turn end Quadrants
 - Responsible for Stroke & Turn judges in quadrant
 - Usually responsible for counters
 - Team lead should not assign themselves to the turn end

Other CJ Positions (National Deck)

- Relief/Floater (Optional)
 - Back up/relieve CJs (schedule)
 - May be primary for notification
 - May distribute CJ paperwork for all CJs
 - DQ slip distribution
- Video Room (if available)
 - Responsible for video judges

On Deck Role (National Deck)

- Watch officials observing swimmers
- Radios: CJ writes DQs, notify athletes
- Deliver DQ copies to coaches
- Handle requests for DQ clarification when asked by coach/referee
- Coach/mentor/guide S&T



Radio Protocol

- Starts when S&T raises arm
- “Possible disqualification, jurisdiction, lanes X-Y”
- What lane? “lane X”
- Get sufficient information to understand the call
- “Event X, Heat Y, Lane Z, infraction, recommendation”
 - Recommendations: Acceptance, not accept, or request further discussion
 - If S&T changes their mind, radio “no call”
- DR repeats the call and accepts or request further discussion
- Notify athlete then radio “lane X athlete notified”



Vetting Calls

- CJ is the go-between with the Deck Referee and S&Ts
- Expedience is important, accuracy is critical
- Get as much information as possible
- Know event #, heat, & lane [track the meet on paperwork]
- Lane in jurisdiction?
- What was observed, NOT the infraction?
 - **Absolutely NO hand gestures or pointing!**
- Do NOT talk a S&T out of a call; the DR makes that decision

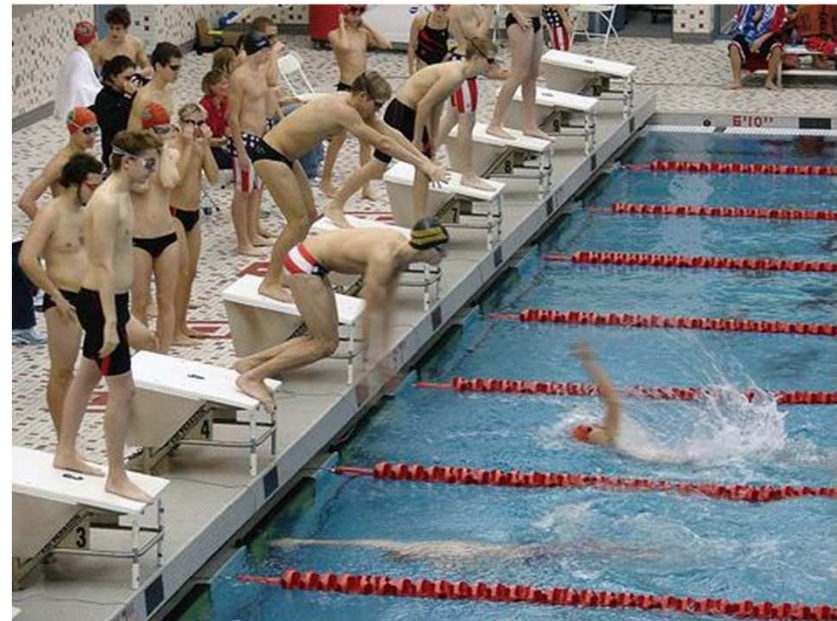
Athlete Notification (National Deck)

- Notified athlete as they exit the pool
- Use name to confirm identity
- Step with them off deck
- Accepted call: tell the athlete that they have been disqualified for X.
- Pending call: advise the athlete that there may be a problem with their swim and they may wait for more information, or they may warm down.
- Questions about a DQ should be brought to CJ by the coach.



Relay Take Offs - Radio Protocol

- No standardized protocol
- It's complicated
- Dual-confirmation (not a “possible” DQ)
- Make it work



Post-Session Responsibilities (National Deck)

- Do NOT leave deck until Deck Referee has released you and the S&T Teams
- Collect & return timer sheets to Admin
- Collect & return watches, boards, pencils to Admin
- Collect bells
- Collect counters
- Collect radios & headsets [end of day]



Post-Meet Responsibilities (National Deck)

- Master check-in sheet to MR
- Deck sets to MR
- Radios & Headsets



Chief Judge - Other Meets

- E.g. Prelims & Finals

LSC Championships

Age Group Championships

Far Westerns

Senior Open/2 P&F

Invitationals

League Finals

- Usually a hybrid of time final & national deck responsibilities
- Communicate with MR for expectations & parameters