

**Potomac Valley Swimming
Chief Judge Apprentice Record and Evaluation Form**

Club _____ Email _____

Prerequisite checklist before asking for final evaluation:

1. Attend PVS-approved Chief Judge Clinic prior to beginning apprentice sessions (clinic date: _____)
2. Be a certified Stroke & Turn Judge for at least 2 years (date of certification: _____)
3. Work at least 5 CJ apprentice sessions at minimum of 2 PVS sanctioned non-OQM meets and be recommended for evaluation by Certified CJ/Mentor at session #4 or later.
4. Be registered via PVS for USA Swimming non-athlete membership and be current with USA Swimming Background Check and Athlete Protection Training
5. Complete PVS Chief Judge test with score of at least 85% (date completed: _____)

Apprentice Session Record:

Session	Meet, Session, Location	Date	Certified CJ/Referee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

NAME

Upon completion of apprentice sessions and evaluation, please submit Form to PVS Certification Officer:

scan and email to the PVS Certification Officer, OfficialsCertification@pvswim.org

mail to the PVS Certification Officer: Lynne Gerlach, 11910 Callow Terrace, Laurel, MD 20708-2802 240-286-2319

Chief Judge candidate should retain and return when applying for certification. Evaluators may make copy for his/her records

Key: D – Not Observed but Discussed; G- Good; V/G – Very Good	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
Pre-Meet Coordination										
1. Arrived prior to the beginning of warm-ups prepared to perform assigned duties.										
2. Met with the Meet Referee to determine any preferences as to terminology, jurisdictions, use of bells, deck protocol, etc.										
3. Coordinated with other Chief Judges on the division of pre-meet duties.										
4. Ensured that all officials have checked in for purposes of attendance. Double-checks appearance of officials.										
5. Delivered comprehensive Stroke briefing to assembled officials using approved USA-S script, or closely following approved USA-S guidelines.										
6. Delivered jurisdictional briefing, taking into account any pool-specific needs/attributes.										
7. Delivered protocol briefing, including when (and how) to stand, when to walk, when to cover 15-meter mark for each event.										
8. Procured deck equipment and made sure it is in appropriate users' hands (i.e. radios, heat sheets, timers' clipboards, stop watches, credentials, pencils, lap counters, no-show slips, relay T/O slips, DQ slips).										
9. Determined & delivered S&T session's assignments, taking into account extent of official team, equality of coverage, and experience level of officials										
10. Determined relay T/O judges and distributed prepared T/O slips on a timely basis.										
11. Radioed in status of all assigned officials within the CJ's jurisdiction prior to start of first event. Proper radio protocol used for this communication.										
During the Meet										
1. Unobtrusively observes officials within his/her jurisdiction during the competition. Ensures that proper protocol is being maintained and that officials are attentive.										
2. Responds promptly to raised hand within his/her jurisdiction. Uses proper radio protocol to inform deck referee of possible disqualification.										
3. Upon reaching S&T official, promptly inquires as to what lane and reports back in.										
4. Questions official as to what they observed, making sure official is confident and that call is within their jurisdiction. Then radios in with succinct explanation of the call, with a recommendation as to their "acceptance," or "need for further discussion"										
5. Elaborates on the call as necessary when queried from deck referee.										
6. Fills out DQ slip accurately and forwards promptly to deck referee.										
7. Cooperates with other CJs during meet to help take calls from other jurisdictions when other CJ may be preoccupied.										
8. Communicates calmly, clearly, and effectively over the radio, using concise and articulate calls.										
9. Serves as a mentor to S&Ts, providing positive feedback to the judges, and treating all officials with respect										
10. If "admin box" CJ, fills out No-Show and Reseed slips for the deck referee (if required).										

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	1	2	3	4	5	6	7	8	9	10
11. If “admin box” CJ, fills out DQ slips for False Starts unless otherwise directed by the deck referee.										
12. Ensures that relay T/O judges are in place on a timely manner. Uses proper radio protocol to report in results of T/O judges’ findings.										
Post Meet										
1. Waits for the deck referee to officially dismiss the deck “crew” before dismissing the crew.										
2. Thanks all deck officials.										
3. Helps to collect supplies that had been distributed, i.e. timers’ clipboards, watches, bells, radios (if required)										
4. Helps to collect deck referees’ and starters’ copies of heat sheets to hand to admin table (if required)										
5. Regroups back at briefing room, as needed, for review of session’s issues.										
Other Items										
1. Takes suggestions and modifies performance as requested.										
2. Adjusts well and appropriately to unusual or unexpected circumstances.										
3. Shows firm knowledge of USAS rules & meet structure.										
4. Cooperative and upbeat demeanor during meet.										
The apprentice is ready to undergo certification evaluation?	NA	NA	NA	NA	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

Evaluation Session:

Evaluator: _____ Date: _____

Meet: _____ Session: _____ Location: _____

Has Chief Judge candidate completed all requirements as listed above? Yes _____ No _____

Is this candidate recommended to become a certified Chief Judge? Yes _____ No _____

General comments (use additional page if necessary):

I acknowledge that I have received this evaluation and it has been discussed with me.

Chief Judge’s Signature: _____ **Date:** _____

Evaluator's Signature: _____

Date: _____