



Potomac Valley Swimming Chief Judge Presentation





PVS Chief Judge Presentation

● Introduction

- Referees are the “executives”. ----
- Admin Refs are the “accountants & lawyers”.
- Starters are the “divas”.
- Stroke & Turn Judges are the “cops”.



-- but --



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- **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!**



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- **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

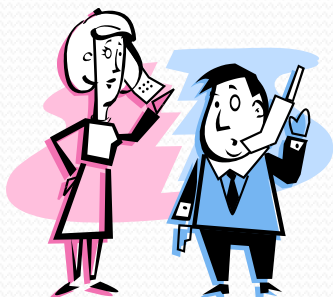




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Usage of the CJ:

- Duties & tasks of the CJ may vary widely at a local LSC meet depending upon the level, needs, and staffing of the meet!
 - May include all, or some, of the duties expected of a championship CJ position.
- The following presentation outlines those duties generally expected at a championship level.
- You should check with the meet referee before the meet to see what the expectation will be. You may not know until you walk on deck!
- You should be prepared to complete all tasks, if asked.





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- **Championship CJ responsibilities**
 - All CJs are “assigned positions”
 - Usually a separate meeting is held before the first session of the meet for the assigned personnel.
 - **Equipment needed for the CJ team**
 - Laptop
 - With all required forms saved
 - Printer
 - Access to copier
 - Dedicated briefing room that is secure during the meet





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CJ “team” structure:

- Includes a “Lead” Chief Judge – whose responsibilities include:
 - Meeting with Meet Referee to discuss his/her preferences (as to terminology, jurisdictions, use of bells, etc.)
 - Meet-specific accommodations due to time , or physical attributes of the pool
 - Organizes, assigns, and oversees daily responsibilities for other CJs
 - Steps in, when necessary, to back up a pre-occupied CJ on deck
- Plus 4 Chief Judges (whenever possible)
 - Duties are spread out over the course of a multi-day meet, and are rotated each day.





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- **Pre-meet responsibilities**
 - Stroke briefing to S&Ts
 - Depending upon the Meet Referee, sticking closely, or not, to the USAS script
 - (Updated briefing **dtd 12/2017** available on website)
 - May include a review of violations-to-date in the meet
 - May want to use a Q&A format for later in the meet.
 - Jurisdiction & positioning briefing
 - Turn judges
 - Last stroke in, plus 1st stroke (or stroke cycle) out?
 - Stroke judges
 - Wall-to-wall?
 - Overlapping?
 - “Lead-lag” being used?
 - (See Appendix for more detailed explanation.)
 - Positioning for 15 meter mark
 - Responsibility for recall rope, if used
 - Where is it? How does it operate?



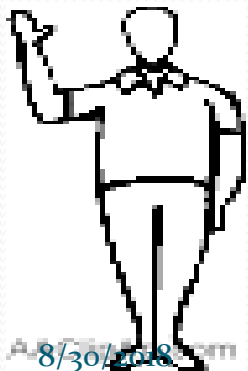


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- **Pre-meet responsibilities** cont'd

- Protocol briefing

- When to stand
 - Long whistle
 - Stand, or no stand for freestyle
 - No sit for “dive-overs”?
- How to sit
 - Feet flat
- How to stand
 - Hands behind back
 - Hands free of all papers
- How to make a call
- What to do until CJ acknowledges call





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• Pre-meet responsibilities cont'd

• Equipment

• Radios

- Make sure all appropriate officials have working radios delivered to them before the meet

- Meet ref, deck refs, admin ref, evaluators, fellow CJs

- **Check the radios with all users before distributing!**

• Heat sheets

- Make sure all appropriate officials have as up-to-date heat sheets as possible before the meet

• Timers' clipboards

- Make sure they have necessary documents, supplies

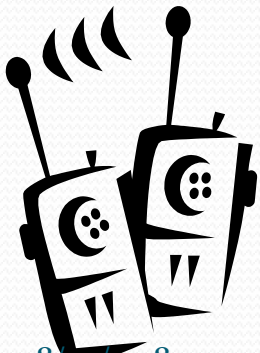
- Heat sheet

- Split recording sheet(s) for distance events

- Stop watches

- Sharpened pencils

- Credentials





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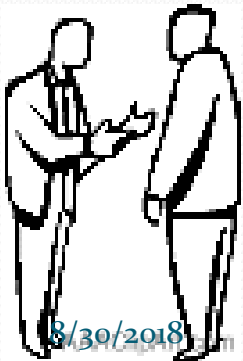
- **Pre-meet responsibilities** - cont'd
 - **Equipment** - cont'd
 - Lap counters are in place at the appropriate time
 - Bells, for distance events, are in place at the appropriate time
 - Forms to be used are in their proper amount and place
 - Heat sheets
 - No-show slips
 - Reseed slips
 - Relay T/O slips
 - DQ slips





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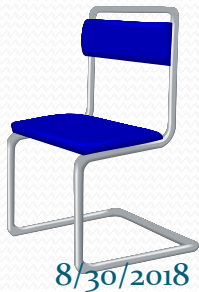
- **Pre-meet responsibilities** – cont'd
 - Overseeing of officials attendance & sign-in
 - Smile & give “warm welcome”!
 - May include checking of credentials
 - Request each attendee’s total meet sessions
 - Inspect for proper officials’ appearance
 - No patches preferred (Championships)
 - One pin OK (Championships)
 - S&T position assignments
 - A standard assignment sheet may be used (see PVS CJ Manual for sample)
 - Copies are made and distributed to key personnel prior to start of meet
 - May need to assign one official as Chief Timer





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- **Pre-meet responsibilities** – cont'd
 - **S&T position assignments** – cont'd
 - Determine how many chairs (at start end) will be used .
 - If 3 chairs to be used.
 - Right chair – turn judge/button.
 - Center chair – recorder/button/bell.
 - Left chair – watch/button/relay T/O
 - If less than 3, must assign duties as needed.
 - Are relief / reserve officials available? How will they be assigned?
 - Rotate positions from session to session
 - However, all positions are maintained from prelims to same event finals, --- if possible.
 - Have next sessions assignments ready before the end of current session, -- if requested and if possible.
 - Determines officials to be used for relay T/Os, and prepares slips
 - May have to use off-duty refs or starters, but only as last resort.



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- **Pre-meet responsibilities** – cont'd
 - Lastly, each CJ should check the status of their respective quadrants/officials, --- and radio in when they are all in position, just prior to the start of the first event,
 - Ex. *“Officials at start end, lanes 1 thru 4, all in position.”*

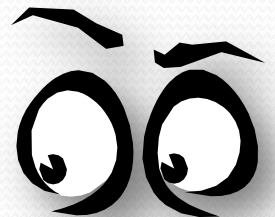
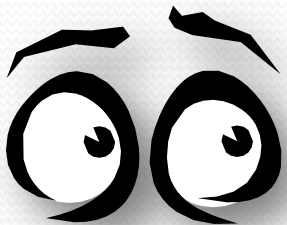




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• During meet responsibilities :

- Taking assigned CJ positions
 - Unobtrusively in the corners of the pool, but with clear view of assigned officials
 - "S/L1" – start end lane 1
 - "S/L 8" – start end lane 8
 - "T/L1 – turn lane 1
 - "T/L 8 – turn lane 8
- Responsibilities include:
 - Observe S&T officials in their respective quadrants
 - Includes shared responsibility for the Stroke Judges
 - Make sure officials are observing proper protocol
 - Make sure officials are attentive





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- **During meet responsibilities:** - cont'd
 - Respond to a raised hand – (see appendices at end for detail)
 - Radio in to referee
 - *“Possible disqualification; turn end, lanes ____ thru ____.”*
 - Upon arrival at S&T official, inquire as to, *“Which lane?”*
 - Radio back which lane promptly.
 - In order to ensure that the swimmer is held pending resolution of the call
 - Question official as to the call:
 - *“What did you see?”*
 - *“How is it a violation?”*
 - Make sure official is confident of their call
 - Make sure call is within official’s jurisdiction
 - Make sure you are confident in the call

cont’d





PVS Chief Judge Presentation

- **During meet responsibilities:** - cont'd
 - Respond to a raised hand - cont'd
 - Radio back to referee: ex. *“Event # ___, heat# ___, lane# ___.” The call is non-simultaneous touch, 1st turn.*
 - Do not elaborate at this time
 - Your call should include a recommendation:
 - *“I recommend acceptance.”* or
 - *“I need further discussion.”* (CJ should step away from S&T official in this instance.) – per USAS recommendation dtd 6/12
 - The Deck Referee may;
 - Ask for more clarification, or
 - Follow the CJ’s recommendation
 - Stating, *“The call is accepted.”* or,
 - Ask to speak to the CJ face-to-face, ie. *“I need further discussion.”*



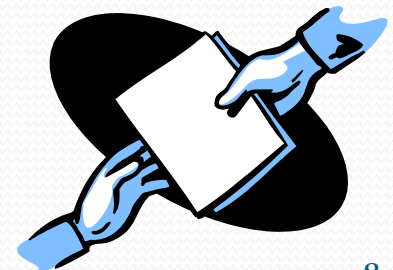
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PVS Chief Judge Presentation

- **During meet responsibilities:** - cont'd
 - Upon acceptance of a DQ
 - CJ must fill out DQ slip
 - Must be familiar with the slip
 - Be **100%** accurate in filling it out
 - Make sure S&T's name is printed on the slip
 - Route the DQ slip up to the admin desk
 - Give to Lead CJ, or,
 - Hand to Stroke Judge to convey next time they approach the desk





PVS Chief Judge Presentation



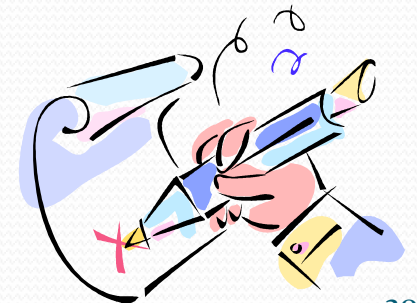
During meet responsibilities: - cont'd

- Filling out the DQ slip
 - When the call is accepted
 - Enter the Event, Heat, Lane #
 - Enter the swimmer/relay team's name, if available
 - Write team abbreviation in upper right hand corner (optional)
 - Find the name (Butterfly, Breaststroke, etc.) of the event. Use "Other" for non-stroke violations.
 - Mark with an "X", or a checkmark, when (Start, Swim, Turn, Finish) in the swim the infraction was observed. *
 - * *See further discussion in the Appendix*
 - If the swim is longer than 2 lengths, write the number of the turn above your "X", or checkmark, if requested by Deck Ref.
 - 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.



PVS Chief Judge Presentation

- **During meet responsibilities:** - cont'd
 - **Filling out the DQ slip** – cont'd
 - When the report is complete, the official making the call prints his/her name where it says “Judge”.
 - The CJ should initial next to the judge’s name
 - The Deck Referee prints his/her name where it says “Referee” and marks an “X” or checkmark next to Swimmer or Coach, as appropriate.
 - Refrain from making any other marks or writing additional information on the slip.
 - If you make a mistake, tear it up and start over!





PVS Chief Judge Presentation

- **During meet responsibilities:** - cont'd
 - Start-end CJ is to hold the swimmer(s)
 - Until DQ is resolved, and inform swimmer of the infraction
 - To inform if a False Start has been charged
 - After notifying swimmer, CJ radios back, *"Swimmer in lane 1 has been informed."*
 - "Start area" CJ is very busy!
 - Has all responsibilities above, plus,
 - Fills out "No Show" slips for swimmers missing heats
 - Anticipating "no-shows" at Finals, places Alternates, --- with no delay in meet
 - Fills out DQ slips for missing Finals swimmers
 - Fills out "reseed" form if necessary

-- cont'd --





PVS Chief Judge Presentation

• During meet responsibilities: - cont'd

- “Start area” CJ is very busy! - cont'd
 - Fills out confirmed false start slips, --- and hands to the Starter.
 - Fills out, (or holds), “Declared False Start” (“DFS”) form, if necessary
 - Hands completed slips (no-shows, DQs, etc.) to Deck Ref for signature as they occur
 - Observes timers and/or works with the Chief Timer to ensure adequate coverage is maintained
- All CJs may have to rotate to another’s area to help out should multiple situations occur at the same time in a quadrant





PVS Chief Judge Presentation

- **During meet responsibilities:** - cont'd
 - Relays
 - CJ responsible for Assignments distributes the relay T/O slips to the appropriate personnel
 - May include one or more CJs
 - 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 #___*”
 - If no confirmation, CJ radios in, “*All clear, lanes 1-4*”.



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• After meet responsibilities:

- S&T officials not dismissed until permission is granted by Deck Ref
- Pick up all supplies that have been distributed, including clipboards, radios, stopwatches, etc.
- Collect all Deck Referees' & Starters' copies of heat sheets & hand to admin table
- Help set up clipboards for next session
- Regroup back at the officials' briefing room to review any issues, good or bad, that may have occurred
- Determine needs, if any, for Time Trials
- Thank officials.





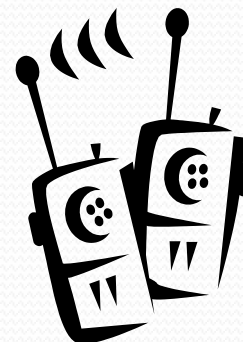
PVS Chief Judge Presentation

• Additional responsibilities:

- Meet Referee may want the CJ team to monitor # sessions worked by officials for purposes of distributing meet shirts
- Make sure radio protocol is maintained throughout meet!
 - Other than examples above, “(Lead CJ's name), *may I see you?*” is to be used for any requests for conversation.



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PVS Chief Judge Presentation

“Mentor”:

- “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 & what does it require of the Chief Judge?**

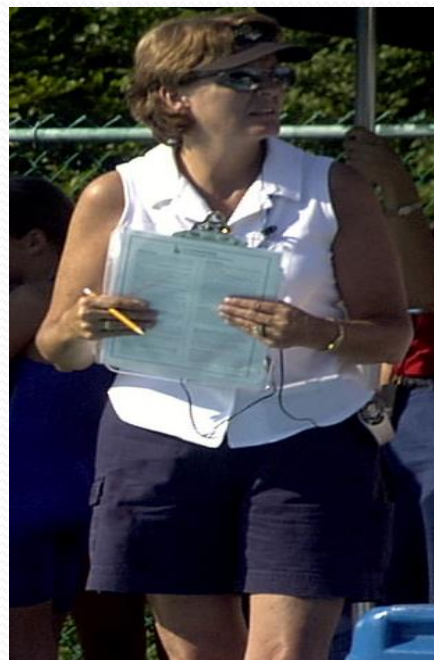




PVS Chief Judge Presentation

"Mentor" – cont'd

- Consists of five basic people skills:
 - Patience
 - Encouragement
 - Listening
 - Questioning
 - Feedback





PVS Chief Judge Presentation

- **Mentoring of: Apprentice Chief Judges!**

- Ensure that the apprentices are full participants
 - 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:**

http://www.usaswimming.org/_Rainbow/Documents/e9cd5d3a-3ba4-46fa-ad50-9759065b6e69/Mentoring%20Swimming%20Officials%20presentation%208-31-12.pdf



PVS Chief Judge Presentation

PVS LSC *Initial* Certification steps:

updttd 8/8/2018

1. Age - 18 years or older
2. Be certified as a Stroke & Turn Judge for at least one and one half (1½) years and have worked at least 24 sessions as a Stroke and Turn Judge.
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 with equipment during apprentice sessions.



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PVS Chief Judge Presentation cont'd

PVS LSC *Initial* Certification steps cont'd:

6. Perform to the satisfaction of the Referee and have such performance reported to PVS on the PVS Chief Judge Evaluation Form
7. Pass the USA Swimming officials test for Recertifying Stroke & Turn, and the PVS Chief Judge Test with a combined grade of at least 85%.
8. Be favorably observed at the last training session** by a designated PVS evaluator. The evaluation will be recorded on the Chief Judge Evaluation Form.
 - **PVS would also appreciate your input in evaluating, --- the Evaluator ---, through the PVS website: pvswim.org/EvaluateTheEvaluator**
9. Complete certification requirements within one year from the date of Chief Judge clinic.
10. Certification is good until the December 31 following two years after the date of issuance.

CERTIFICATION



PVS Chief Judge Presentation

Chief Judge “Initial” test

- On-line at PVS website
- 25 questions; 4 pages
- Answers sent to graders automatically for grading
- 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 "Radios at PVS Meets" - from PVS website
#2 USAS Guide to Officiating Chapter 4 - Chief Judge (USAS website)
#3 USAS The "Professional" Chief Judge - or - 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 slip) rev. (5/14)

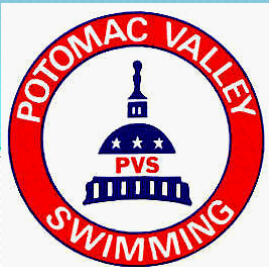
It is recommended that you print out the test and complete it before coming back to enter your answers.
PVS Chief Judge Test

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? *



PVS Chief Judge Presentation

- 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.
- Must have worked at least four sessions in each year since last certification/recertification at PVS-sanctioned, non-OQM meets,
- Each year, at least two of these sessions must have been as a Chief Judge and at least one must have been as a Stroke & Turn Judge.
- Attend a PVS conducted Chief Judge's Clinic.
- Pass the USAS Recert S&T Test, and PVS Recert CJ test,
(40 questions online)
with a grade of at least 85%. CJs who are also certified Starters may take the USAS *Recert* Starter test in lieu of USAS Recert S&T test.
- Submit the online PVS Officials Recertification Request



PVS Chief Judge Presentation

Chief Judge “Re - certification” test

- Available on-line
- Latest copy (2018 USAS rulebook)
<https://www.emailmeform.com/builder/form/fAPfo6Z2oq2E287fbS5Ya>
- 40 Questions
- Results automatically communicated back



The form is titled "Potomac Valley Chief Judge Recertification Test" and includes the PVS logo. It contains fields for Name (First and Last), Email, and Club. Below these fields, it lists five documents for reference: #1 "Radios at PVS Meets" - from PVS website, #2 USAS Guide to Officiating Chapter 4 - Chief Judge (USAS website), #3 USAS The "Professional" Chief Judge - or - Assistant and Mentor to All Officials (USAS website), #4 "The Stroke Judge" - article dtd 2/18/2015 from PVS website, and #5 USAS Disqualification Report (DQ slip) rev. (5/14). It also includes a recommendation to print out the test and complete it before coming back to enter answers. The form is labeled "PVS Chief Judge Recertification Test" at the bottom.

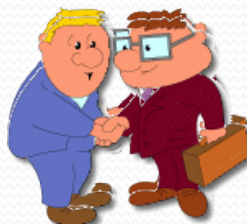


PVS Officials Transfer Policies

For Officials Joining Potomac Valley Swimming

The arriving official (or the acquiring club's Officials Chairman) should contact the PVS Certification Officer (currently Lynne Gerlach) with the following information:

- Name, Phone Number, and Club Affiliation of the official
- USA Swimming Local Swimming Committee (LSC) from which Official Is transferring
 - including whether that LSC is in compliance with USA Swimming's minimum standards for becoming a certified official Position(s) for which Certified to Work in the Current LSC
- Date(s) Certifications Expire
- The official will then be entered into the PVS officials database as a transferring official.





PVS Officials Transfer Policies cont'd

Stroke and Turn Judges and Starters (and Referees serving in those capacities) may perform those duties as a "visiting official" until the earlier of two years has elapsed or until the certification from their former LSC expires. Stroke and Turn Judges may receive their PVS Stroke and Turn Judge certification by attending a PVS conducted or approved training clinic and passing the USA Swimming test.

“Similarly, transferring **Chief Judges** may receive their PVS certification as Chief Judge by, 1) attending a PVS conducted training clinic, 2) passing the PVS CJ test, and 3) being observed at least one session by a PVS official designated to evaluate CJs.” – PVS website





PVS Chief Judge Presentation

Appendix





“Start”, “Swim”, or “Turn” – ***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.

Steve Lottes – Olymp Trials CJ 10/15/2012



Disqualification Report

a/o 12/1/2014

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 (1K) _____

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

NOT TOWARD THE BREAST OFF WALL (1N) _____

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

OTHER (1T): _____

BACKSTROKE START _____ SWIM _____ TURN _____ FINISH _____

NO TOUCH AT TURN (2A) # _____

PAST VERTICAL AT TURN:

DELAY INITIATING ARM PULL (2B) _____ DELAY INITIATING TURN (2C) _____

MULTIPLE STROKES (2D) _____

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

HEAD DID NOT BREAK SURFACE BY 15m (2F) _____ RE-SUBMERGED (2G) _____

NOT ON BACK OFF WALL (2H) _____

SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2I) _____

OTHER (2T): _____

BREASTSTROKE START _____ SWIM _____ TURN _____ FINISH _____

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

ARMS: PAST HIP LINE (3C) _____ NON-SIMULTANEOUS (3E) _____

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

ELBOWS RECOVERED OVER WATER (3H) _____

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

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

NOT TOWARD THE BREAST OFF WALL (3N) _____

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

DOUBLE PULLS/KICKS (3S) _____

OTHER (3T): _____

FREESTYLE

NO TOUCH AT TURN (4A) # _____

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

INDIVIDUAL MEDLEY

STROKE INFRACTION(S) (5A) # _____

OUT OF SEQUENCE (5B) _____

RELAYS

STROKE INFRACTION: (6A-D) # _____ SWIMMER # _____

EARLY TAKE OFF SWIMMER (6F-H) # _____

CHANGED ORDER (6L): SWIMMER _____ STROKE _____

OTHER (6T): _____

MISCELLANEOUS

FALSE START (7A) _____ DECLARED FALSE START (7A) _____

DID NOT FINISH (7C) _____ DELAY OF MEET (7D) _____

OTHER (7T): _____

JUDGE: _____

(print name clearly)

REFEREE: _____

(print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH _____

rev. (5/14)

DESK/REFEREE

- Sequence of strokes has been placed in IM sequence.

100y Butterfly

Turn End Chief Judge (TECJ): *"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.]

[TECJ converses with the S&T on the DQ.]

TECJ: [Takes 3 steps away from pool edge]

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

Deck Referee (DR): *"Event 54, Heat 3, Lane 6. One hand touch, right hand only. I accept the disqualification."* [TECJ 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.]

SECJ: [Speaks to the swimmer when the swimmer exits the pool] *"Please follow me. You were observed performing a one-hand touch at turn 3. As a result you disqualified yourself from this event. Any questions you or your coach may have should be directed to the Referee."* [SECJ calls on radio] *"Swimmer, Event 54, Heat 3, Lane 6 notified."*

8/30/2018

"Radio conversation"

"Person-to-Person conversation"



DISQUALIFICATION REPORT

EVENT # 54 HEAT 3 LANE 6
SWIMMER _____

BREASTSTROKE

DURING: START _____ SWIM _____ TURN _____ FINISH _____
10 KICK: ALTERNATING _____ BUTTERFLY _____ SCISSORS _____
11 ARMS: NON-SIMULTANEOUS _____ TWO STROKES UNDER _____
NOT IN SAME HORIZONTAL PLANE _____
12 ELBOWS RECOVERED OVER WATER _____
14 CYCLE: HEAD NOT UP _____ DOUBLE PULLS/KICKS _____
15 TOUCH: ONE HAND _____ NON-SIMULTANEOUS _____
16 NOT TOWARD THE BREAST OFF WALL _____
17 OTHER _____

BUTTERFLY

DURING: START _____ SWIM _____ TURN X FINISH _____
20 KICK: ALTERNATING _____ BREAST _____ SCISSORS _____
21 ARMS: NON-SIMULTANEOUS _____ UNDERWATER RECOV. _____
23 TOUCH: ONE HAND X NON-SIMULTANEOUS _____
24 NOT TOWARD THE BREAST OFF WALL _____
25 HEAD DID NOT BREAK SURFACE BY 15M _____
26 OTHER _____

BACKSTROKE

DURING: START _____ SWIM _____ TURN _____ FINISH _____
30 TOES OVER LIP OF GUTTER AFTER START _____
31 HEAD DID NOT BREAK SURFACE BY 15M _____
32 NOT ON BACK OFF WALL _____
33 NO TOUCH AT TURN _____
34 PAST VERTICAL AT TURN: _____

NON-CONTINUOUS TURNING ACTION _____
INDEPENDENT KICKS _____ STROKES _____

35 SHOULDERS PAST VERTICAL _____

36 OTHER _____

INDIVIDUAL MEDLEY

41 STROKES INFRACTION # _____
42 OUT OF SEQUENCE _____

FREESTYLE

50 NO TOUCH TURN # _____
51 HEAD DID NOT BREAK SURFACE BY 15M _____

RELAYS

70 STROKE INFRACTION # _____ SWIMMER # _____
71 EARLY TAKE OFF SWIMMER # _____
72 CHANGED ORDER: SWIMMER _____ STROKE _____

OTHER

60 FALSE START _____
61 DELAY OF MEET _____
62 DID NOT FINISH _____
63 OTHER _____

JUDGE: _____
(print name clearly)

REFEREE: _____
(print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH _____

rev. (05/02)

DESK/REFEREE



50y Freestyle

Deck Referee (DR): *"Confirmed false start. Event 26, Heat 5, Lane 7."* [Start End Chief Judge (SECJ) Walks to Lane 7. Start Area Chief Judge (SACJ) writes up DQ slip].
SECJ: [Speaks to the swimmer when the swimmer exits the pool] *"Please follow me. You were observed moving prior to the start signal. As a result you have disqualified yourself from this event for a False Start. Any questions you or your coach may have should be directed to the Referee."* [SECJ calls on radio, *"Swimmer, Event 26, Heat 5, Lane 7 notified."*]

"Radio conversation"

"Person-to-Person conversation"

8/30/2018



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 (1K) _____

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

NOT TOWARD THE BREAST OFF WALL (1N) _____

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

OTHER (1T): _____

BACKSTROKE START _____ SWIM _____ TURN _____ FINISH _____

NO TOUCH AT TURN (2A) # _____

PAST VERTICAL AT TURN:

DELAY INITIATING ARM PULL (2B) _____ DELAY INITIATING TURN (2C) _____

MULTIPLE STROKES (2D) _____

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

HEAD DID NOT BREAK SURFACE BY 15m (2F) _____ RE-SUBMERGED (2G) _____

NOT ON BACK OFF WALL (2H) _____

SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2I) _____

OTHER (2T): _____

BREASTSTROKE START _____ SWIM _____ TURN _____ FINISH _____

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

ARMS: PAST HIPLINE (3C) _____ NON-SIMULTANEOUS (3E) _____

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

ELBOWS RECOVERED OVER WATER (3H) _____

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

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

NOT TOWARD THE BREAST OFF WALL (3N) _____

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

DOUBLE PULLS/KICKS (3S) _____

OTHER (3T): _____

FREESTYLE

NO TOUCH AT TURN (4A) # _____

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

INDIVIDUAL MEDLEY

STROKE INFRACTION(S) (5A) # _____

OUT OF SEQUENCE (5B) _____

RELAYS

STROKE INFRACTION: (6A-D) # _____ SWIMMER # _____

EARLY TAKE OFF SWIMMER (6F-H) # _____

CHANGED ORDER (6L): SWIMMER _____ STROKE _____

OTHER (6T): _____

MISCELLANEOUS

FALSE START (7A) ☒ DECLARED FALSE START (7A) _____

DID NOT FINISH (7C) _____ DELAY OF MEET (7D) _____

OTHER (7T): _____

JUDGE: **S. Edwards**

(print name clearly)

REFEREE: **R. McMillen**

(print name clearly)

NOTIFIED: ☒ SWIMMER _____ COACH _____

rev. (5/14)

DESK/REFEREE

200y Backstroke

Start End Chief Judge 1 (SECJ1): *Possible disqualification Start end Lanes 1 thru 4.* [Walks to Stroke & Turn Judge (S&T)].

SECJ1 to S&T: "What Lane?"

S&T: "Lane 2"

SECJ1: *Possible disqualification in Lane 2.* [The other Chief Judge at the start end, SECJ2, stays in position but watches to see if he/she can help.]

SECJ1: "What did you see?"

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

SECJ1: "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."

SECJ1: "Just bear with me, one more time. Did you see the swimmer's feet?"

S&T: "I could not see the feet."

SECJ1: "Thank you." [Takes 3 steps away from pool edge.] *Possible disqualification in Event 62, Heat 1, Lane 2. Swimmer missed the wall on Turn 2. I need further discussion.*

"Radio conversation"

"Person-to-Person conversation"

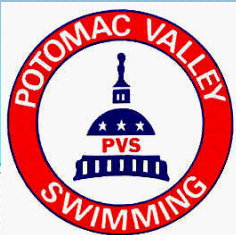
Deck Referee (DR): "Event 62, Heat 1, Lane 2. Missed wall on turn. I understand you have concerns. What is your concern?"

SECJ1: "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."

SECJ1: [Informs the S&T of the disallowed disqualification and use this as an opportunity to mentor the official at the end of the session.]

The image shows a USA Swimming Disqualification Report form. The form is titled "DISQUALIFICATION REPORT" and includes fields for "EVENT #", "HEAT", and "LANE". It lists various swimming strokes and their corresponding disqualification codes. A large red "X" is drawn over the form, indicating that the disqualification is not allowed.



Assignment Sheet

8 lane with timers

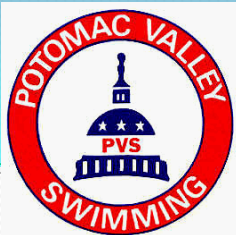
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Assignment Sheet

8 lane no timers

Name of Meet:				Session Number: 3		
Deck Officials Assignments:				PRELIMS TIMED FINALS FINALS TIME TRIALS		
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 T/L8		
Stroke Judges						
S/L1		S/L8		T/L1 T/L8		
Chief Timers:						
Lane 1:			Lane 8:			
Turn Judges						
Ln.	Notes	Start End	Turn End	Relief Judges		Ln.
1					S	1
					T	
2					S	2
					T	
3					S	3
					T	
4					S	4
					T	
5					S	5
					T	
6					S	6
					T	
7					S	7
					T	
8					S	8
					T	
Additional Notes						



Assignment Sheet

alternate, non-official format


2009 EZ Southern Reg SC Sectionals									
Session 6 : Sunday - Prelims									
Relief Turn End (1 - 5):				Relief Stroke Judge:		Relief Start End (1 - 5):			
CJ:		Stroke Judge:		Stroke Judge:		CJ:			
1	Turn Judge:					Turn Judge:	1	START END	
2						2			
3	Turn Judge:					3			
4						4			
5	Turn Judge:					Turn Judge:	5	START END	
6						6			
7	Turn Judge:					7			
8						8			
9	Turn Judge:					Turn Judge:	9	START END	
10						10			
CJ:		Stroke Judge:		Stroke Judge:		CJ:			
Relief Turn End (6 - 10):				Relief Stroke Judge:		Relief Start End (6 - 10):			
				Deck Referee:		Starter:			
				Lead Chief Judge:					



No Show Slip

Additional forms:

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 # _____				



Relay Take-Off Slip

- Pre-mark the Event & Heat #
- Pre-mark, by bracketing, the lanes involved for each TOJ



POTOMAC VALLEY SWIMMING
Relay Take-off Judging Slip

Event # **25** Heat # **1**

	Relay Leg		
Lane 1	2	3	4
Lane 2	2	X	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4
Lane 7	2	3	4
Lane 8	2	3	4

Signature Steed Edwards

x = Early o = Legal
Judge and Record each take-off
Lane Judge: Mark assigned lane
Side Judge: Mark all assigned lanes



Relay Take-Off Slip

“USAS” T/O Slip

- Pre-mark the Event & Heat #
- Circle “Side” or “Lane”
- Pre-mark, by bracketing, the lanes involved for each TOJ



USA Swimming
Relay Take Off Judge
EVENT# 25 HEAT# 1
(Circle one SIDE or LANE)

	<u>Swimmer Number</u>		
Lane 1	2	3	4
Lane 2	2	3	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4
Lane 7	2	3	4
Lane 8	2	3	4

Steed Edwards

Signature



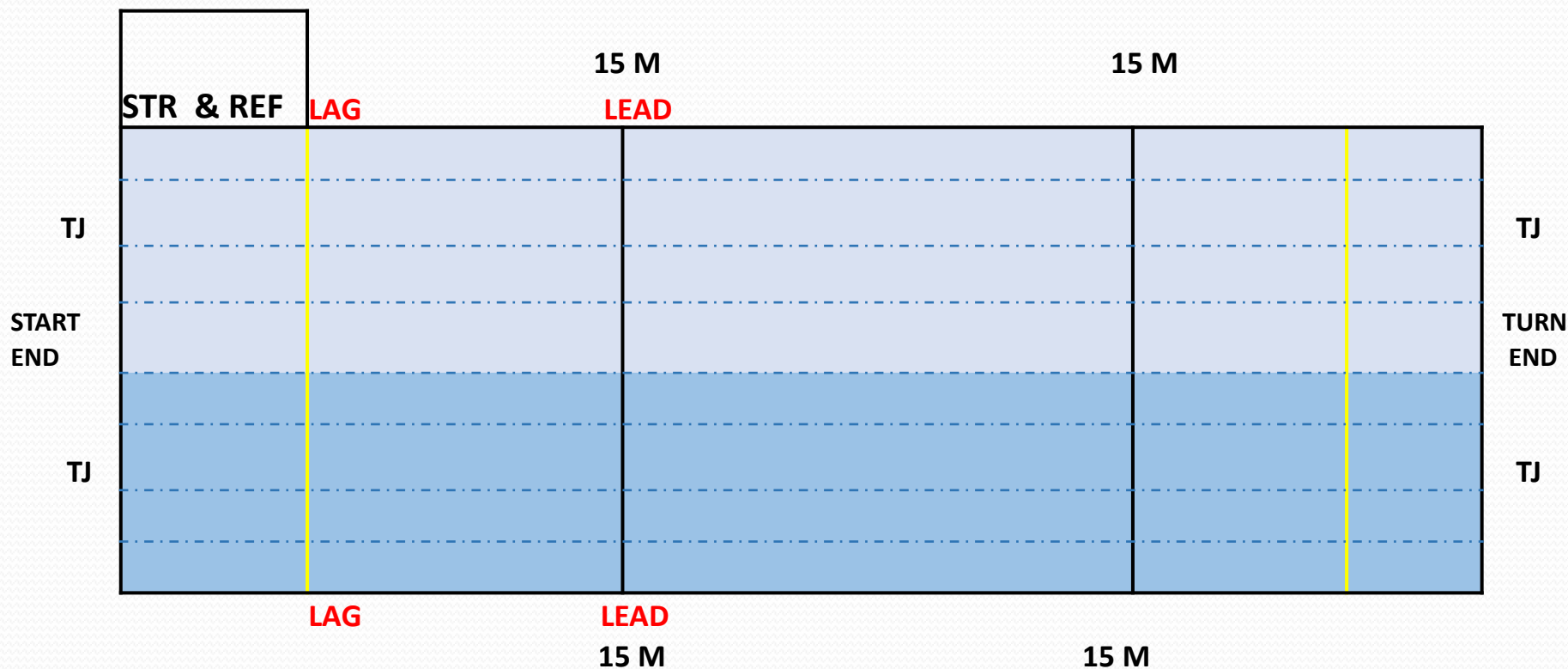
“Lead Lag” Judging

- **Lead/Lag Judging uses four stroke judges, two judges walking each side of the pool. When there are sufficient judges, this method insures more consistent observation of all swimmers. How does it work? In a typical wall-to-wall jurisdiction, the lead judge normally starts at the 15m mark while the lag judge is positioned between the 15m mark and the start end. As the heat begins, the lag judge watches the initial strokes and kicks while the lead judge observes that the swimmers conform to the 15m rule (except, of course, in breaststroke). Once the swimmers have all passed the 15m mark, both judges follow them down the course, observing strokes and kicks. As the swimmers separate, the two judges likewise separate to maintain balanced observation, typically with lead judge observing the two lead swimmers in the jurisdiction while the lag judge observes the two lag swimmers (assuming an eight-lane pool). As the swimmers approach the turn end of the pool, the lag judge stops at the turn end 15m mark while the lead judge continues the observation into the turn and the initial actions of the second leg of the race. As the swimmers head back toward the start end, the lag judge becomes lead and the lead judge becomes lag. This coordination continues until the race finishes.**



“Lead – Lag” positioning: Long Course

(Butterfly, Backstroke, Freestyle)





Helpful hints with the radios:

- Hand out radios prior to each session & collect radios at the end of each session (remember the invigilators (DRs only) and Evaluators)
- Make sure that radios are in a secure location between sessions
- 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, (never VOX) --- wait a half second before speaking
 - Hold PTT away from your lips when speaking
 - Speak slowly and distinctly



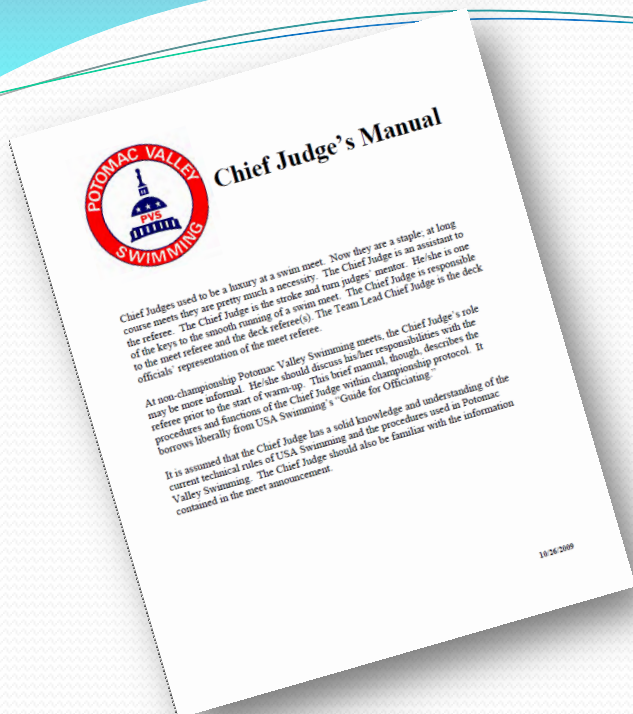
Additional References

Available on-line



PVS Chief Judge's Manual

10 pgs dtd 9/27/2017 – avail on PVS website



Midland X-Talk GXT1000/1500

Series GMRS/FRS Radio – 28 pgs –

Owners Manual

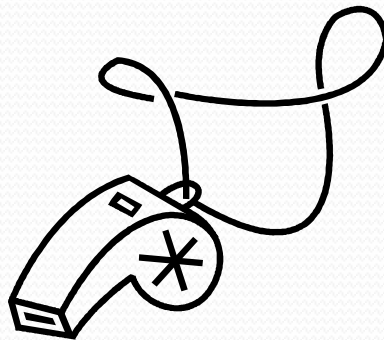
www.midlandradio.com/Resource_/OwnerManual/1/GXT1000%20Owner's%20Manual.pdf





PVS Chief Judge Presentation

Thank you!
Good luck!
See you on deck!

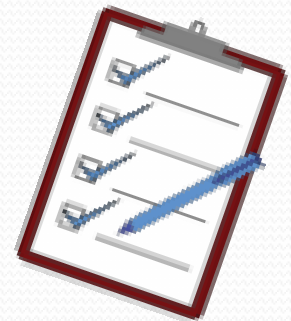


Appendix

Points of Emphasis for LSC, non-championship meets



- 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.
- Deck assignment sheets, while used, need not be copied and distributed, unless requested.
- Stroke Judges not normally used for SC sessions.
- If less than 4 CJs;
 - If only one, --- place at Start area.
 - If only two, --- one at Start area & Turn end.
 - If only three, --- place third at far side start end.
- Typically, notification of DQs not done at LCS meets.
- Familiarize yourself with the format of the DQ slip beforehand.
 - So you are not looking around for the proper “box” on the slip.
- 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” or “coach”.



Appendix

Points of Emphasis for LSC, non-championship meets



- Stick to minimal radio conversation , and,
- Use established radio protocol.
- Never speak on radio over 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, if possible.
 - Your role in “vetting” the calls on deck is critical!

