

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

Name: \_\_\_\_\_ Club \_\_\_\_\_ Email \_\_\_\_\_

**Prerequisite checklist before asking for final evaluation (evaluation must be at session using radios):**

1. Attend PVS-approved Chief Judge Clinic prior to beginning apprentice sessions (clinic date: \_\_\_\_\_)
2. Prior to beginning training, be a certified Stroke & Turn Judge for at least 1½ years (date of certification: \_\_\_\_\_) and have worked at least 24 sessions as a S&T Judge (number worked as certified S&T: \_\_\_\_\_).
3. Work at least 6 CJ apprentice sessions\* at minimum of 2 PVS sanctioned non-OQM meets and be recommended for evaluation by Certified CJ/Mentor at session #5 or later\*\*. Note that 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) training sessions must use radios. It is recommended that apprentices present stroke briefings at least 3 times and jurisdiction/protocol briefing with equipment responsibility at least once. \*Excludes all freestyle sessions and no more than one training session may be at a mini-meet. \*\*Mini-meets and all Freestyle sessions are not eligible for final check-out session.
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 and USA Swimming Recertifying Stroke & Turn Test with combined score of at least 85%  
 USA Swimming Recertifying Stroke and Turn test: Date \_\_\_\_\_ Score \_\_\_\_\_  
 PVS Chief Judge test: Date \_\_\_\_\_ Score \_\_\_\_\_
6. **THE PVS CERTIFICATION OFFICER MUST CONFIRM THAT YOU HAVE MET ALL REQUIREMENTS PRIOR TO YOU REQUESTING EVALUATION. THIS REQUEST IS DONE USING THE FOLLOWING LINK & MAY TAKE UP TO 7 DAYS:**  
<https://forms.gle/VxFqRmi3fQgvyvP47> (PLEASE BRING APPROVAL EMAIL TO EVALUATION)

Notes for Mentor:

1. Mentors should attend briefings with apprentice
2. Mentors should shadow apprentices and provide guidance on vetting calls and radio protocol

**Apprentice Session Record:**

Session	Meet, Session, Location	Date	Radios? (Y/N)	Stroke Briefing? (Y/N)	Jurisdiction/ Protocol (Y/N)	Certified CJ/Referee Mentor
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**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](mailto: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: NO – Not Observed but Discussed; NW – Needs Work; G- Good	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
<b>Pre-Meet Coordination</b>										
1. Arrived prior to the beginning of warm-ups prepared to perform assigned duties.										
2. Met with 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 checked appearance of all 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 was 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.										
<b>During the Meet</b>										
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.										

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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 treats all officials with respect.										
10. If “admin box” CJ, identifies “no-shows” promptly, filling out “No-Show” slip and presenting to deck referee (if required).										
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.										
<b>Post Meet</b>										
1. Waits for the meet referee to officially dismiss the deck “crew” before dismissing the crew.										
2. Thanks 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.										
<b>Other Items</b>										
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.										
Is apprentice ready to undergo certification evaluation?	NA	NA	NA	NA	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

**Evaluation Session (Must be at session using radios):**

Evaluator (print): \_\_\_\_\_ 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):

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

**Chief Judge's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail or email form to PVS Certification Officer:**

Lynne Gerlach  
11910 Callow Terrace  
Laurel, MD 20708-2802  
240-286-2319

[OfficialsCertification@pvs swim.org](mailto:OfficialsCertification@pvs swim.org)

Please consider evaluating your evaluator or mentors. This will take just a few minutes of your time and will help us make our evaluation process better: [pvs swim.org/EvaluateTheEvaluator](http://pvs swim.org/EvaluateTheEvaluator)