

# Chief Judge Checklist

LSC,  N2,  N3

Name: \_\_\_\_\_

## ● Knowledge of current rules and procedures.

- Understands the importance of the Meet Information document. *LSC, N2, N3*
- Governing policies and procedures (LSC, Region, Zone and National). *N2, N3*
- Familiarity with National Championship deck positions and their responsibilities – turn judge, stroke judge and, when used, relay takeoff judge, head lane timer and lane timer. *N2, N3*
- Familiarity with disqualification and radio protocol. *LSC, N2, N3*
- Familiarity with “declared false start” and “no show” procedures. *N2, N3*
- Notifying swimmers or coaches of disqualifications – appropriately for meet level. *LSC, N2, N3*
- Familiarity with the differences between USA Swimming, FINA and modified FINA deck protocol. *N3*

## ● Meet Operations

- Pre meet Clinics and, if necessary, stroke briefings. *LSC, N2, N3*
- Assign stroke and turn judges, balanced deck, and relief and rotation schedules – appropriately for level of meet. *LSC, N2, N3*
- Use of National Meet formats for higher level meets. *N2, N3*
- Use and management of Disqualification Logs, if assigned. *LSC, N2, N3*
- Deck presence (Poise and Positioning). *LSC, N2, N3*
- Interaction with the Deck Referee, Admin Referee, other CJs and S&T Judges – teamwork. *LSC, N2, N3*
- Equipment and form confirmation, set-up, preparation, etc., for meets. *LSC, N2, N3*
- Familiarity with use of the “hot box” concept at higher profile meets. *N2, N3*
- Awareness of Judges within the Chief Judge’s area of responsibility. *LSC, N2, N3*
- Objectively evaluate Stroke and Turn Judges and compile and submit reports in accordance with LSC or National Officials Committee requirements. *LSC, N2, N3*
- Proactive management – ability to anticipate problems and to take appropriate advance action. *LSC, N2, N3*
- Implementation of Meet Referee directives. *LSC, N2, N3*

## ● Interaction with, and respect for, all meet participants; management, coaches, swimmers, officials, parents, spectators, guests. *LSC, N2, N3 – all bullets*

- Diplomacy.
- Understands and communicates that swimmers are the focus, not the officials.
- Understands and communicates that officials need to be attentive without appearing to “scrutinize.”
- Ability to keep a calm demeanor during stress or crisis.
- Ability to communicate in a clear and precise manner.
- Maintain a positive attitude.
- Leadership and team player qualities.
- Trainer for apprentice judges.

Notes:

# Chief Judge Checklist

## National Levels

### LSC

The *Chief Judge Checklist* is provided as a suggested guide for LSCs to certify Stroke and Turn Judges.

Where LSC certification in a position is noted as a *prerequisite* for National certification as a Chief Judge it means an official certified in the position in their LSC and:

1. LSC's and Officials must comply with the Minimum Standards for Certification as published by USA Swimming Officials Committee.

Other suggested requirements for LSC Chief Judge certification, if used, include:

2. Minimum two years as a LSC certified official
3. Certified as, or eligible to train as, an LSC Deck Referee. Very experienced Stroke and Turn Judges with extensive knowledge of meet procedures could also be considered.
4. Performs satisfactorily as a Chief Judge in at least 4 LSC level meets.

### **N2 (National Level 2)**

Minimum requirement - one year as an LSC Deck Referee\*

### **N3 (National Level 3)**

Minimum requirement - one year as an N2 Deck Referee\*\*, or  
one year as an N2 Chief Judge, and  
N3 Stroke and Turn Judge

Has all of the qualities needed for to serve as a Chief Judge at National Championship Meets.

Refer to the [National Officials Certification Summary](#) for other N2 and N3 certification requirements for Chief Judge.

\* Very experienced N2 and N3 Stroke and Turn Judges can also be considered.

\*\* Very experienced N3 Stroke and Turn Judges, with National Meet experience can also be considered.