



# Chief Judge Apprenticeship Form Minnesota Swimming

Updated September 2024

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

Email: \_\_\_\_\_

Although it may seem a lot to learn, experienced Officials will work with you over the course of four apprentice sessions to cover everything you need to know to become a USA Swimming Chief Judge. This form will guide you through the process. When complete, e-mail a photo of this form to [mnsicertifications@gmail.com](mailto:mnsicertifications@gmail.com).

## Prior to Beginning Apprenticing

Task	Date Complete
Officiated at least 16 sessions as a certified Stroke and Turn Judge.	

## Prior to Certification as a Chief Judge

Task	Date Complete
Attend Minnesota Swimming Chief Judge Clinic.	
Read the CJ Professional Documents.	
Attend a Minnesota Swimming Chief Judge Clinic.	
Complete 4 apprentice sessions at 2 Minnesota Swimming sanctioned meets.	
Send a scan or photo of this log to the MNSI Officials Chair	

## Apprentice Sessions

### Session 1:

Meet Date: \_\_\_\_\_ Meet Referee: \_\_\_\_\_

Meet Host: \_\_\_\_\_ ☐ Home meet ☐ Away meet ☐ 12 & Under ☐ 13 & Over

### Session 2:

Meet Date: \_\_\_\_\_ Meet Referee: \_\_\_\_\_

Meet Host: \_\_\_\_\_ ☐ Home meet ☐ Away meet ☐ 12 & Under ☐ 13 & Over

**Session 3:**

Meet Date: \_\_\_\_\_ Meet Referee: \_\_\_\_\_

Meet Host: \_\_\_\_\_ ☐ Home meet ☐ Away meet ☐ 12 & Under ☐ 13 & Over**Session 4:**

Meet Date: \_\_\_\_\_ Meet Referee: \_\_\_\_\_

Meet Host: \_\_\_\_\_ ☐ Home meet ☐ Away meet ☐ 12 & Under ☐ 13 & Over**Performance Checklist**

Complete with trainer during your final apprentice session. If any skills are not met, trainer should send written proposed plan to help apprentice (e.g. additional apprentice sessions, rewatch clinic) to the apprentice and the Minnesota Swimming Officials Chair. Mark Y for Yes, N for No, and ND for Not Demonstrated

	Arrives on-time, prepared with necessary personal equipment, and properly and professionally attired
	Able to procure deck equipment as appropriate for the meet as assigned
	Successfully completes and communicates deck assignments
	Demonstrates appropriate deck positioning for observing strokes, turns, finishes, and relay takeoffs
	Understands and communicates the DQ process
	Cooperates with other deck officials, operating with a team mentality. Amicable
	Mentors other Stroke and Turn officials and new CJs calmly and respectfully
	Ensures all officials are in position on deck at the start of the session, after a stroke transitions, and when returning from break
	Ensures RTO judges are in place at appropriate time
	Attends to the care, comfort, and morale of the officiating team, including proactively coordinating relief, water, refreshment, or other accommodations as appropriate
	Can correctly complete a DQ slip and describe observed infractions in USA Swimming rule book language
	Understands performance criteria as outlined in Chief Judge Professional Document.
	Understands USA Swimming Safe Sport and MAAPP rules.

Signature of Trainer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Meet Referee \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for volunteering as an official! Once complete, please send a photo or scan of your apprentice form to the Minnesota Swimming Officials Chair.**