

Chief Judge Notes ([and docs](#))

[Sample folder from AG State](#)

- Execute the vision of the Meet Referee
- Prep for meets 4-6 months in advance in collaboration with Meet Ref and Deck Ref
- The CJ is the S&T Officials' mentor

Prior to Meet

- Know facilities (for bio emergencies)
- Read, post, or share "Officials" assignment (lane, jurisdiction, placement on deck)
- Distribute and collect documents and equipment (heat sheets, counting sheets, bells, DQ logs and slips, relay take offs, pencils, etc.)
- Charge radios and conduct radio/headset check
- Read meet announcements
- Conduct stroke briefings and deck protocol, jurisdiction and 15MM, lead/lag protocol, Relay/Take Off procedures, assignments/shifts/rotations, enter officials into OTS and time trials

During Meet

- Call in "Start/turn end Officials and timers are in place."
- Work closely with Team Lead CJ (who works with DR, who works with MR, who works with Admin Ref)
- Ensure officials and timers are in place and mirroring what's happening on the other end of the pool
- Make sure Officials get breaks
- Watch the officials in your jurisdiction. When their hand goes up, move to them. Provide them with feedback about stepping up and back, as well as monitor their breaks.
 - To call in a DQ...
 - Possible DQ.
 - Start/turn end.
 - Lanes __ to __.
 - Ask official, "Which lane?"
 - Call in lane number.
 - Ask official, "What did you observe?"
 - Call in final call:
 - Possible DQ.
 - Event __. Heat __. Lane __.
 - Official observed swimmer to __.
 - Recommend accept/Further investigation or discussion needed. No call. Call rescinded.
 - Notify the swimmer, if applicable.
 - Call in "Correction", as needed.
- Write DQ, false starts, and no show slips (NS: No show, DFS: Declared False Start, PNS: Penalty No Show)
 - National Scratch Rules: miss prelims, you're out of all other events from prelims
 - Work with Admin Ref
 - Write yes or no for notifying swimmer
- Prepare Relay Take Off slips, notify if lanes are clear or DQ
- Notify swimmers of DQ
 - "We're investigating a call. Please stay here with me."
 - "They are still investigating a possible DQ. Please check in with your coach for more information."
- Thank officials and excuse them, as needed
 - Officials may be needed to investigate a possible DQ, or needed to officiate a swim off
- Provide feedback with positive, corrective, positive
 - "I know this seems trivial, but that's how good you are. This is really just "polish"."