

The “Professional” Chief Judge – or – Assistant and Mentor to All Officials 2

- When assigned as the CJ in the Start Area:
 - write up false starts - hand the DQ slip to Starter first

- When approaching the official, make sure you ask
 - What is your jurisdiction? You want to make sure the infraction occurred in the official’s jurisdiction
 - Which Lane?
 - What did you see? You want the official to explain what they saw without using their hands
 - What is the rule? You want to make sure that the official has an understanding of the rules

If there is an obvious incorrect call (jurisdiction or rule) or “uncertainty”, the official may withdraw the call. If this occurs, inform the Deck Referee.

- Report the infraction to the Deck Referee slowly, clearly, and concisely using Rulebook language
- State “I recommend” (after reporting the infraction) or state “I need further discussion”
 - If “I need further discussion” is requested it means the CJ has reasonable doubt about the infraction and needs to speak to the Deck Referee privately, not over the radio
 - If the Deck Referee asks “questions”, the CJ is responsible for obtaining specific information necessary for the Deck Referee to make a decision
 - If the Deck Referee states, “I need further discussion”, this means that the DR has a reasonable doubt about the infraction and needs to speak to the Chief Judge privately
 - If a discussion with the DR is needed, other CJs should cover your jurisdiction while meeting with the DR

- CJ will help the S&T to fill out the DQ slip
- Initial the bottom of the DQ slip and ensure that the Stroke or Turn Judge (not the CJ) prints their name on the DQ slip
- for Relays:
 - Check the take-off slip of the judge or judges nearest your location
 - Go to the other Judge and compare the second take off slip
 - Write the DQ Report if dual confirmation exits

6. At the End of the Session

- Help with equipment and other tasks
- Collect “Order of Finish” heat sheets and any “master” heat sheets from Deck Referees and Starters, if being used
- Plan for a post-meet session to debrief and prepare for the next session, as needed

7. After the Competition

- Thank all the officials
- Complete requested evaluations as assigned
- Remember to mentor in a constructive manner if there is a need to talk to an official about suggestions for improvement
- Thank your CJ colleagues and yourself for a job well done. You’ve completed an assignment which had a great influence on the success of the meet

REMEMBER: You are working with volunteers. Adopt a kind and thoughtful mentoring approach at all times.