

**Potomac Valley Swimming**  
**Chief Judge Evaluation Form** (rev 9/29/10)

<b>Chief Judge</b>		<b>Evaluator</b>	
<b>Meet</b>		<b>Location</b>	
<b>Session</b>		<b>Date</b>	

KEY                      N/O - Not Observed      N/W - Needs Work      G - Good      V/G - Very Good      N/A - Not Applicable

Qualities in *italics>* below to be used for N2 evaluation only.

<u>Pre-Meet</u>	N/O	N/W	G	V/G	N/A
1) Arrives prior to the beginning of warm-ups and is prepared to perform assigned duties.	[ ]	[ ]	[ ]	[ ]	[ ]
2) Delivers comprehensive Stroke briefing to assembled S/T officials using approved USAS script, or closely following approved USAS guidelines.	[ ]	[ ]	[ ]	[ ]	[ ]
3) Has delivered Jurisdictional briefing, taking into account any pool-specific needs/attributes.	[ ]	[ ]	[ ]	[ ]	[ ]
4) Has delivered Protocol briefing, including when (and how) to stand, when to walk, when to cover 15 meter mark for each event.	[ ]	[ ]	[ ]	[ ]	[ ]
5) Has procured deck equipment and made sure it is in the appropriate users' hands (ie. radios, heat sheets, timers' clipboards, stop watches, credentials, pencils, lap counters, no-show slips, relay T/O slips, DQ slips)	[ ]	[ ]	[ ]	[ ]	[ ]
6) Has ensured that all officials have checked in for purposes of attendance (both current and future sessions preferred), credentials have been issued. Doublechecks appearance of officials.	[ ]	[ ]	[ ]	[ ]	[ ]
7) Has determined & delivered S&T session's assignments, taking into account extent of official team, equality of coverage, consistency from prelims to finals (if applicable).	[ ]	[ ]	[ ]	[ ]	[ ]
8) Has determined relay T/O judges and distributed prepared T/O slips on a timely basis.	[ ]	[ ]	[ ]	[ ]	[ ]
9) <i>Has demonstrated proper radio etiquette and protocol throughout meet. -- N2 only.</i>	[ ]	[ ]	[ ]	[ ]	[ ]
10) <i>Has 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. --- N2 only.</i>	[ ]	[ ]	[ ]	[ ]	[ ]
11) <i>Has checked to ensure that necessary equipment, (laptop, printer, copier, briefing room) is available / accessible. (Lead CJ) ---- N2 only</i>	[ ]	[ ]	[ ]	[ ]	[ ]
12) <i>Has met with Meet Referee to determine any preferences as to terminology, jurisdictions, use of bells, deck protocol, etc. (Lead CJ) ----- N2 only</i>	[ ]	[ ]	[ ]	[ ]	[ ]
13) <i>Has determined CJ team structure, including organization, daily assignments, and responsibilities. (Lead CJ) ----- N2 only</i>	[ ]	[ ]	[ ]	[ ]	[ ]
14) <i>Has used standard assignment sheet , and distributed same to all key personnel. ----- N2 only</i>	[ ]	[ ]	[ ]	[ ]	[ ]
 <b><u>During Meet</u></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. <i>Uses proper radio protocol to inform deck referee of possible disqualification. ----- (N2 only)</i>	[ ]	[ ]	[ ]	[ ]	[ ]
3) Upon reaching S&T official, promptly inquires as to what lane and reports back in. ----- (N2 only)	[ ]	[ ]	[ ]	[ ]	[ ]
4) Questions official as to what they observed, making sure official is confident and that call is within their jurisdiction. <i>Then radios in with succinct explanation of the call, --- with a recommendation as to their "acceptance", or "concern" with the call. ----- (N2 only)</i>	[ ]	[ ]	[ ]	[ ]	[ ]
5) Elaborates on the call as necessary when queried from deck referee.	[ ]	[ ]	[ ]	[ ]	[ ]

- 6) Fills out DQ slip accurately and forwards promptly to deck referee.
- 7) If Start end CJ, he/she holds swimmer pending resolution of possible DQ as heard over the radio. ----  
- (N2 only)
- 8) Cooperates with other CJs during meet to help take calls from other jurisdictions when other CJ may be preoccupied.
- 9) If "Hot box" CJ, identifies "no-shows" promptly, filling out "No-Show" slip and presenting to deck referee.
- 10) If "Hot box" CJ, fills out DQ slips for missing Finals swimmers, places Alternates efficiently at Finals, fills out "reseed" and "declared false start" forms accurately and on a timely basis.
- 11) 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.

**Post meet**

- 1) Waits for deck referee to officially dismiss the deck "crew" before dismissing the crew.
- 2) Helps to collect supplies that had been distributed, ie. timers' clipboards, watches, bells, radios.
- 3) Helps to collect deck referees' & starters' copies of heat sheets to hand to admin table.
- 4) Regroups back at briefing room, as needed, for review of session's issues.
- 5) Thanks officials.

**Other items**

- 1) Takes suggestions and modifies performance as requested.
- 2) Adjusts well and appropriately to unusual or unexpected circumstances.
- 3) Official shows firm knowledge of USAS rules and meet structure.
- 4) Official shows cooperative and upbeat demeanor during the meet.

5) Is this person recommended to become a certified Chief Judge within the LSC at this time? Yes \_\_\_\_\_ No \_\_\_\_\_  
What level? N1 \_\_\_\_\_ N2 \_\_\_\_\_

6) If "no", give specific reasons why not:

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7) General comments:

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

Candidate's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator's signature: \_\_\_\_\_

Date: \_\_\_\_\_