



Filling Out the DQ Slip

In Iowa, the DQ Slip is the primary and official means of recording and communicating disqualifications between the official observing the infraction, the deck referee approving the disqualification, the admin table recording the disqualification, and the coach/athlete receiving the information. To ensure that the DQ Slip is clear and accurate and to prevent misunderstanding, confusion, and frustration, we should follow a consistent convention/standard for completing the form.

While our goal is to have all DQ slips filled out in a standard and consistent manner, failure to do so does NOT constitute automatic grounds for not approving or overturning an otherwise valid disqualification. Referees should continue to use their best judgment and common sense when processing a disqualification report.

Different versions of the DQ slip are denoted by the date at the bottom of the form. You should have a consistent set of slips being used at the meet and have the appropriate version set up in the meet management system (so codes match). A copy of the July 2019 version is shown in Figure 1 and will be used for this discussion. ***Most DQ slips are self-carboning– be aware of this when writing on the form!***

Process

1. If acting in the capacity of a stroke and/or turn official upon observing a rules infraction in your jurisdiction, immediately raise your hand and get the attention of the Chief Judge or Deck Referee. Continue observing your area of jurisdiction until it's clear of swimmers. Communicate with the Referee in the manner being used for the session (radio, CJ, runner, direct conversation).
2. Mark the swim (Event, Heat, and Lane) on your Heat Sheet (or some other paper) and jot down a note describing the infraction. *Making a note helps ensure you don't forget the information, especially if you have multiple infractions.*
3. When you and the Chief Judge / Deck Referee are ready, discuss the call and if it is accepted, you may be required to fill out the DQ Slip:
 - a. Enter the Event, Heat, and Lane Number. (Part 1 of the Figure) Ensure this matches your notes.
This critical information identifies the swim in which the infraction occurred. Typically, there should be no corrections to this information on the DQ Slip (if corrections are allowed by the referee, make sure you initial any change).
 - b. If you have time, enter the swimmer's/relay's Name if you have this information. If not, leave it blank - the Chief Judge or Deck/Admin Referee will match the Swim with the swimmer/relay during processing. Also, if there is time, write the swimmer's Team Abbreviation in the upper right-hand corner below Lane.
 - c. Select the stroke for the Event (Breaststroke, Butterfly, Backstroke, Individual Medley, Freestyle, Relays, Other). Except for "Other," this corresponds to the event being swum (as listed in the Heat Sheet). "Other" is used for non-stroke violations. (Part 2)
 - d. For regular stroke Events, mark with an X, or checkmark, when in the swim the infraction was observed (Start, Swim, Turn, or Finish). (Parts 3) *This is a very important component in the presentation of the infraction – we need to be able to match the violation with the part of the swim during which it occurred. Generally, we define these parts of the race as:*
 - **Start** – From the start of the race until the head breaks the surface.
 - **Swim** – From the head, breaking the surface until the beginning of the last full stroke into the turn/finish.
 - **Turn** – From the beginning of the last full stroke into the wall until the head breaks the surface. Do not mark the turn number on the DQ slip, as there could be confusion about whether it's the swimmer's turn number or yours.
 - **Finish** – From the beginning of the last full stroke into the wall to the touch at the end of the prescribed distance.



- e. Mark the infraction with an X or checkmark (note that code for medleys). If the infraction is not listed, write it next to "Other" for that stroke. Use the correct terminology (from the rulebook). There's no need to circle the number. Do not add more information to the slip other than what is required (e.g., there's no need to annotate which hand touched first for a non-simultaneous touch, turn number for Delay Initiating Turn, etc.). If you have to enter a number for the turn (e.g., NO TOUCH AT TURN# for freestyle), the turn number is from the swimmer's perspective.
 - f. Print your Last Name next to the Judge. Add First Name, if needed, for clarification (when two or more Judges with the same Last Name are working in that session). (Part 4)
*Please make sure your name is **legible** – the Chief Judge, Deck Referee, and Admin Referee must be able to read it.*
 - g. The Chief Judge, if one is used, should initial next to the Judge's Name.
 - h. The Deck Referee should print his/her Last Name next to Referee and mark an X next to who was notified (Swimmer and/or Coach) (Part 5), as appropriate.
4. Please refrain from making any other marks or writing any other information to explain your call on the DQ slip. If you make a mistake, and there are enough slips, tear it up and start over! If allowed (maybe there are not many DQ slips available), make the correction and initial that correction.

Conventions

Individual Medley – Judge the IM as four segments, each with its own "race." Each "race" typically has all four components (Start, Swim, Turn, and Finish), except for the 100 short course IM and 200 long course IM which have no Turns.

- Mark where in the swim the infraction occurred under the stroke in which it was observed.
Remember, transitions are judged as Finishes, then Starts, so they are marked as such, depending on the part of the "race" in which the infraction was observed. Intermediate turns are judged as turns and marked the same.
- Mark the infraction(s) under the appropriate stroke(s) (there's no need to circle it/them) and write the infraction(s) code(s) next to line Strokes Infraction #" under Individual Medley.

Relays – Mark relay stroke infractions just like those for the individual events and write the code(s) next to line Strokes Infraction #" under Relays and enter the swimmer number(s) who committed it/them.

Backstroke Turn violations (Past Vertical at the Turn) – Once a swimmer rotates past vertical towards the breast (if he/she chooses to do so), there are three things he/she might do that violate the rules. These are non-continuous turning actions. To articulate the infraction properly and consistently, the following convention should be used:

- If the swimmer rotates past vertical, recovers (extends) an arm or arms, and doesn't continue with a pull, mark **Delay Initiating Arm Pull**
- If the swimmer rotates past vertical and either before or after an arm pull, glides, or continues kicking while making up the distance to the wall before the stroke or continuing the turning action, mark **Delay Initiating Turn**.
- If the swimmer rotates past vertical, completes the arm pull, and takes one or more additional arm strokes to make up the distance to the wall before continuing the turning action, mark **Multiple Strokes**.
- If the swimmer commits more than one of the above violations, mark each.

Typically, one DQ slip would be used per official per lane for a heat (e.g., if a turn official observes more than one infraction for a swimmer during the same heat, all the infractions would be reported on the same slip). If more than one official observes infractions on the same swimmer during a heat, each official would have their slip completed (even if they are common infractions between the officials). This can be modified at the discretion of the meet referee.



DISQUALIFICATION REPORT

EVENT# _____ HEAT _____ LANE _____	Part 1
SWIMMER _____ TEAM _____	
BUTTERFLY START _____ SWIM _____ TURN _____ FINISH _____ Part 3 KICK: ALTERNATING (1A) _____ BREAST (1B) _____ SCISSORS (1C) _____ ARMS: NON-SIMULTANEOUS (1E) _____ UNDERWATER RECOVERY (1F) _____ TOUCH: ONE HAND (1J) _____ NOT SEPARATED (1H) _____ NON-SIMULTANEOUS (1L) _____ NO TOUCH (1K) _____ NOT TOWARD THE BREAST OFF WALL (1M) _____ HEAD DID NOT BREAK SURFACE BY 15m (1N) _____ RE-SUBMERGED (1R) _____ OTHER (1T): _____	
BACKSTROKE START _____ SWIM _____ TURN _____ FINISH _____ Part 3 NO TOUCH AT TURN (2J) # _____ PAST VERTICAL AT TURN: DELAY INITIATING ARM PULL (2S) _____ DELAY INITIATING TURN (2T) _____ MULTIPLE STROKES (2U) _____ TOES OVER LIP OF GUTTER AFTER THE START (2P) _____ HEAD DID NOT BREAK SURFACE BY 15m (2N) _____ RE-SUBMERGED (2R) _____ NOT ON BACK OFF WALL (2K) _____ SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2L) _____ OTHER (2T): _____	
BREASTSTROKE START _____ SWIM _____ TURN _____ FINISH _____ Part 3 KICK: ALTERNATING (3A) _____ BUTTERFLY (3C) _____ SCISSORS (3D) _____ ARMS: PAST HIP LINE (3E) _____ NON-SIMULTANEOUS (3F) _____ TWO STROKES UNDER (3G) _____ ELBOWS RECOVERED OVER WATER (3I) _____ TOUCH: ONE HAND (3J) _____ NOT SEPARATED (3N) _____ NON-SIMULTANEOUS (3L) _____ NO TOUCH (3K) _____ NOT TOWARD THE BREAST OFF WALL (3M) _____ CYCLE: KICK BEFORE PULL (3Q) _____ HEAD NOT UP (3P) _____ DOUBLE PULLS/KICKS (3S) _____ OTHER (3T): _____	Part 2
FREESTYLE NO TOUCH AT TURN (4K) # _____ HEAD DID NOT BREAK SURFACE BY 15m (4N) _____ RE-SUBMERGED (4C) _____ INDIVIDUAL MEDLEY STROKE INFRACTION(S) # _____ OUT OF SEQUENCE (5P) _____ FOURTH DISTANCE SWUM IN STYLE OF PREVIOUS STROKE _____ RELAYS STROKE INFRACTION: (61-64) # _____ SWIMMER # _____ EARLY TAKE OFF SWIMMER (66-68) # _____ CHANGED ORDER (6P): SWIMMER _____ STROKE _____ OTHER (6T): _____ MISCELLANEOUS FALSE START (7Q) _____ DECLARED FALSE START (7P) _____ DID NOT FINISH (7Q) _____ DELAY OF MEET (7R) _____ OTHER (7S-2): _____	
JUDGE: _____ (print name clearly)	Part 4
REFEREE: _____ (print name clearly)	
NOTIFIED: _____ SWIMMER _____ COACH _____	Part 5

rev. (7/19)

1. July 2019 USA Swimming DQ Slip (modified)