



How to Fill Out the DQ Slip

The DQ Slip is our primary and official means of articulating disqualifications to the Coach and Swimmer. To ensure that the DQ Slip is clear and accurate, and to prevent misunderstanding, confusion, and frustration, we have adopted the following convention for filling it out in a consistent fashion.

Depending upon the meet protocol being used, you might immediately write the DQ Slip, or this action might be delayed until after the call has been accepted by the Chief Judge or Deck Referee. In the latter case, or when you have multiple swimmers with infractions, mark the swim (Event, Heat, and Lane) on your Heat Sheet (or some other paper) and jot down a note describing the infraction. Remember that as long as there are swimmers within your jurisdiction your attention must be focused on the swimmers and not on writing notes or the DQ slip. When ready, the DQ slip should be filled out as follows:

1. Enter the Event, Heat, and Lane Number.

This critical information identifies the swim in which the infraction occurred. There must be no corrections to this information on the DQ Slip (scratch outs introduce doubt with regards to the identification of the correct swim).

2. Enter the swimmer's or relay's name if you have this information. If not, leave it blank - the Chief Judge, Deck Referee, or Administrative Official will match the swim with the swimmer or relay name during processing.
3. Enter the swimmer's team abbreviation.
4. Circle the event (Butterfly, Backstroke, Breaststroke, Freestyle, Individual Medley, Relays, Miscellaneous). Except for "Miscellaneous", this corresponds to the event being swum (as listed in the Heat Sheet). "Miscellaneous" is used for non-stroke violations.
5. For regular stroke events, mark with an X, or checkmark, when in the swim the infraction was observed (Start, Swim, Turn, or Finish).

This is a very important component in the articulation 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.

Finish – From the beginning of the last full stroke into the wall to the touch at the end of the prescribed distance.

6. If the event is longer than two lengths, write the number of the turn/length above your X, or checkmark.

Remember, it's the Swimmer's turn, not yours and odd-numbered turns are on the turn end; even-numbered turns are on the start end.

7. Mark the infraction with an X, or checkmark. If the infraction is not listed, write it in next to "Other" for that stroke. Use the correct terminology from the rulebook. There's no need to circle the number.

8. Print your name as the Judge.

*Please make sure your name is **legible** – the Chief Judge, Deck Referee, and Administrative Official must be able to read it.*

9. The Chief Judge, if one is used, should initial next to the Judge's name.

10. The Deck Referee should print his/her name next to Referee and mark an X, or checkmark, next to Swimmer or Coach as applicable.

11. 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, tear it up and start over!

Conventions

Individual Medley – Judge the IM as four separate segments, each its own “race”. Each “race” has all four components (Start, Swim, Turn, and Finish), except in the 100 IM, which has no Turns.

- Circle the Event (Individual Medley).
- Mark when 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 code next to “Strokes Infraction #” under Individual Medley.

Relays – Mark relay stroke infractions just like those for the individual events and write the infraction code next to “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 or she chooses to do so, there are a variety of things he or she might do that would be a violation of the turn rule. To properly and consistently articulate the infraction, the following convention should be used for the most common infractions:

- If the swimmer rotates past vertical and then makes up distance to the wall before initiating the arm pull, mark “Delay Initiating Arm Pull”
- If the swimmer rotates past vertical, completes the arm pull, and does nothing while making up distance to the wall prior to initiating the turn, mark “Delay Initiating Turn”
- If the swimmer rotates past vertical, has what would otherwise be a continuous turning action, but misses the wall and sculls back to make the touch, 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 distance to the wall prior to initiating the turn, mark “Multiple Strokes”

One Hand and Non-Simultaneous Touches – Mark “L only” or “R only” for One Hand Touch violations and “L-R” or “R-L” for a Non-Simultaneous Touch.

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.