

# Stroke and Turn Heat Sheet Instructions

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The attached form is very simple to use, and can really help cut down on errors in judging (such as marking the incorrect heat, lane, or event on the forms, which I know *I* have done far more often than I would like over the years). Using the heat sheets below one of the two stroke and turn judges can easily document the lanes and events in which you disqualify a swimmer at the instant that any disqualification occurs while the other fills in the forms. A typical meet will fit on at most two pages (there is room for sixty races on each sheet).

In this way you will generate a real-time record of DQs that backs up your DQ forms – enough to help you at the very least be certain that you haven't DQ'd the wrong swimmer should a question arise (or discover that you *did* DQ the wrong swimmer when that inevitably happens). You will also track the heats far more accurately than with most heat sheets

Using the form is simple. At the beginning of a meet and then for each event, fill in the meet (and date) and name of the stroke/event in the boxes at the top of a block. You can terminate a stroke with a vertical line drawn down to the column/heat boundary of the last heat in the stroke if you really want to save paper, or can use a block (or two) per stroke.

For example, on the 'meet' line put something like: "DFC vs Woodcroft, 06/22/05" or the like. You probably only need to do this on the first box associated with the given meet.

Next, fill in the lanes being judged on the left column allocated for that purpose. Note that this form only comes with provision for *four* lanes to be entered (presuming that judging more is simply not reasonable for any give stroke and turn pair). In nearly all cases, DSSL pools only have six active lanes and two pairs of judges, each responsible for only *three* lanes. Therefore you might fill the row headers in as '1 2 3' or '4 5 6' (and X out the fourth row entirely).

Then enter e.g. "freestyle" or "breaststroke" on the 'stroke' line as each stroke begins during the meet. Remember that the strokes are usually freestyle, breast, back, butterfly, girl's relay, and boy's relay in that order. The length of the event being swum is not essential information and is not recorded on this form as it follows from a knowledge of the age (and sometimes stroke).

To use the age and sex lines it is suggested that you write the **upper** age

for the event, e.g. “6” for “six and under” in the “age” row directly above the *first* heat/column associated with the six and under events. Then write nothing over all subsequent six and under heats on the age line until they are finished, then draw a vertical line down to meet the column boundary, indicating that six and under events are closed. Continue with an “8” in the age row above the next column (first heat) for seven and eight year olds, and so on.

Similarly, put a “G” in the over the *first* heat/column of the “sex” row that is (for example) six and under *girls*. Write nothing until six and under girls are done, then draw a vertical line down to meet the column boundary, indicating that six and under girls events are closed for that particular stroke. Continue with a “B” in the next column, and so on.

Finally, for each heat swum, enter the heat number of the event in the box at the head of the heat column *as the heat occurs*.

The first five rows (meet, stroke, age, sex, heat) in each large block thus uniquely specify the particular heat of the particular sex of the particular age of the particular stroke of the particular meet, for *one column* of lanes in the order of finish. The progress of the meet will be *immediately apparent* from a glance at the form, making it easy for you to stay on top of just what is being swum.

Note that if *accurate* knowledge of the heats being swum is available beforehand (as it is only in the championship meet to my knowledge, since club meets generally permit swimmers or heats to be added or removed right up to when the event is swum) it is possible to go through beforehand and pre-mark all of the event information on a master form and then distribute copies of this master to the judges. Note also that unlike a meet director’s form (which includes *all* lanes being swum) this form comes in several flavors

Now you have to record the actual judging of each race in the column below the heat. As you and your partner point to an infraction committed by a given swimmer in a particular lane, *mark* the box corresponding to that (event,heat,lane) with a “DQ” on your form. Leave lanes that have a clean swim blank, or put a “checkmark” to indicate no infraction. Just make sure that if your “D”s don’t resemble your “checkmark”s – the idea is to clearly indicate swimmers that are DQ’d relative to the ones that aren’t, on the actual heat sheet that you use to track the progress of the race anyway.

That’s all there is to it! If there is any problem with the actual DQ forms sent to the scorer’s table (and there easily can be, given the mad scramble to DQ three young swimmers trying to swim the breast stroke or butterfly

while the starter is gunning the race forward because it is 90° in the shade and you're standing in the sun) and a runner brings them back to you, you can *easily* check them against your form and determine whether or not you did, in fact, mean to DQ that particular swimmer.

I've tried to make the boxes big enough so that – if there is time – you can put at least a cryptic note in along with the DQ indicating *why* the swimmer was DQ'd (at least the first infraction that is “sufficient” to earn the DQ). However, recalling that as one of you is marking this form, the other is filling out the *real* DQ forms and *somebody* is raising a hand for at least a moment or two to indicate that an infraction has been observed, you may not have time to mark down much before your hands are busy elsewhere pointing at other lanes or in the air. Still, just the real-time DQ on this heat sheet is bound to save at least one swimmer from being DQ'd incorrectly every couple of meets, and that is a good enough reason to use it.

On the following page there is a sample of a partly filled out form judging an imaginary meet. It and the following explanation should make the use of the form very clear.

## Example Stroke and Turn Heat Sheet

meet	DFC vs HVF (6/22/05)																			
event	breast...																			
	age	6...						8...												
	sex	G...			B...			G...												
	heat→	1	2	1	2	1														
lane→	1	dq		-																
lane→	2	-	dq	dq	-															
lane→	3	dq	dq	dq																
lane→																				

### Explanation

In the (fictitious) Duke Faculty Club vs Hope Valley Farms meet held on 6/22/05, lanes 1-3 of six and under girls breaststroke was judged as follows:

In heat one, 6 and under girls, lane **1** was DQ'd. Lane **2** had a clean swim. Lane **3** was DQ'd.

In heat two, 6 and under girls, lane **1** was *empty* (you can also put an "n" in the box to indicate "no swimmer"). Lane **2** and **3** were DQ'd.

That concludes the heats of 6 and under girls, so we draw a line up through the "Sex" row but not the "Age" row. We mark in "B" for boys.

In heat one, 6 and under boys, lane **1** had a clean swim, but lanes **2** and **3** were again DQ'd.

In heat two, 6 and under boys, lanes **1** and **3** were empty and lane **2** had a good swim. This ends 6 and under breast stroke, so we draw a vertical line up through the "Age" row and mark in the next event – 8 and under girls – as shown...

If this form is filled in with care, you will be able to track *both* the heat that is being swum *and* your DQs better than ever before, increasing the accuracy of your judging. And that's the whole point. I personally *hate* to DQ the wrong swimmer because of a clerical error, but I'm absolutely certain that over the decade-plus I've been a stroke and turn judge I (and my partner) have done this more than once.

