

HOW TO COMPLETE THE DQ SLIP

(Adapted from Zone 4 Pacific Swimming for the SC Swimming LSC - rev 10/12/12)

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

1. 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 is clear of swimmers
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 make sure you do not forget the information, especially if you have multiple infractions.***
3. Depending on the specific protocol for the meet (the Meet Referee will inform you of this at the briefing), fill out the DQ Slip. Note that at some meets, the Chief Judge or assistant chief judge will complete the DQ slip with information provided by the S/T Judge. The instructions below (a. through j.) are for the completion by the observing S/T Judge.
 - a. **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).*
 - b. **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.
 - c. **Write the Swimmer's Team Abbreviation in the upper right hand corner, above Lane, if you have this information.**
 - d. **Place an "X" on 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.
 - e. For regular stroke events, place an "X" 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.

- f. **Print your Last Name** next to the “Judge.” Add First Name, if needed for clarification (when 2 or more Judges with the same Last Name are working in that session). ***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’ name.
 - h. The Deck Referee should print his/her Last Name next to Referee and mark an X next to Swimmer and/or Coach, as appropriate.
 - i. Meet protocol will determine the distribution of the white/yellow copies of the DQ slip. **It is important that slips are given to the Deck Referee as soon as possible.** If you are giving the yellow copy of the slip to a swimmer, give the slip and refer the swimmer to his/her coach. Be mindful what you say to a swimmer to avoid “coaching.”
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, tear it up and start over! Remember that DQ slips are carbonized and writing on multiple slips makes the second copy of multiple slips unreadable.

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.

- Place an “X” on 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.

- Circle the infraction(s) under the appropriate stroke(s).

Relays – Mark Relay stroke infractions just like those for the individual events 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 two things he/she might do that violate the rules. Both things are non-continuous turning actions. To properly and consistently articulate the infraction, the following convention should be used:

- If the Swimmer rotates past vertical, fails to or delays taking the arm pull or moves his hand in a waving motion and does not begin a

downward pull while making up distance to the wall prior to initiating the turn, mark “**Delay initiating arm pull.**”

- If the Swimmer rotates past vertical and takes more than one arm strokes prior to initiating the turn, mark “**Multiple strokes.**”
- If the Swimmer rotates past vertical, completes the arm pull and does not immediately initiate the turn in some manner, mark “**Delay initiating turn.**”

One Hand and Non-Simultaneous Touches – Mark “L only” or “R only” for One Hand Touch violations and “L-R” or “R-L” for Non-Simultaneous Touch violations on your program for future reference, if it becomes necessary.

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.

If the infraction is not listed, write it in next to “Other” for that stroke. Use the correct terminology (from the rulebook).

Examples:

Breaststroke: Kick - not in same horizontal plane

Breaststroke: No Touch – flip turn

Butterfly: No Touch – flip turn

Freestyle:

Fail to do a forward start*

Pull on lane line*

Fail to start & end in same lane*

Interfere with another swimmer*

Re-submerge*

Bounce off or walk on bottom*

No touch at turn

* Illegal in all strokes but not listed on DQ slip

ONE FINAL COMMENT: Remember, the Meet Referee has final say in how to complete the DQ slips. One MR may wish to have minimal information, the next may wish to have much more information, which may reflect more teaching and help to the coach as well as clearly stating the infraction.