

HOW TO COMPLETE THE DQ SLIP

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 into the air above your head for several seconds. Continue observing your area of jurisdiction until it is clear of swimmers.

2. Mark the swim (Lane, Heat, and Event #) on your DQ NOTES (or some other paper) and jot down a note describing the infraction. Making a note helps make sure you don't forget the information, especially if you have multiple infractions.

Note: In many Zones, and LSCs, 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 h. below) are for the completion by the observing S/T Judge.

3. The instructions below (a. through h.) are for the completion by the observing S/T Judge.

- a.** Enter the Lane, Heat, and Event #. This critical information identifies the swim in which the infraction occurred. There must be no corrections of this information on the DQ Slip. Scratch outs introduce doubt with regards to the identification of the correct swimmer.
- b.** Do not enter the Swimmer's/Relay's name. The Admin Official will match name during the processing.
- c.** Write the Swimmer's Team Abbreviation (ie DDST) if you have this information. This information can be determined from personal knowledge.
- d.** 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.
- e.** For regular stroke events, circle 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.

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- f. Print your Name (first, last, OR nickname) next to the Judge. Add initial, if needed for clarification when 2 or more Judges with the same Name are working in that session). Please make sure your name is legible – the Chief Judge, Deck Referee, and Admin Official must be able to read it.
- g. 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.
- h. It is important that slips are given to the Deck Referee as soon as possible after each event. All DQ Slips should reach the Deck Referee by the beginning of the following event. Please do not collect DQ Slips for several events. This can cause major delays for the meet and backups for the Admin Officials.

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 and enter infraction # in Individual Medley.
(Order of strokes is Butterfly → Back → Breast → Free)

Remember, transitions are judged as Finishes, then Starts, so they are marked as such, depending on the part of the race the infraction was observed. Intermediate turns are judged as turns, and marked the same.

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

Medley Relays – Mark Relay stroke infractions just like those for the individual events and enter the Swimmer number(s) who committed it/them.

(Medley Order of strokes is Back → Breast → Butterfly → Free. Note this is alphabetical order!)

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. Two of the infractions 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.

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- If the Swimmer rotates past vertical, completes the arm pull and does not immediately initiate the turn in some manner, mark Delay initiating turn.
- If the Swimmer rotates past vertical and takes more than one arm strokes 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 Non-Simultaneous Touch violations on your DQ NOTES for future reference, if it becomes necessary.

DQs in Longer Events – When observing DQs in events with multiple turns, document all violations on your DQ NOTES for future reference, if it becomes necessary. Remember that all turns on the start end are even numbers and all turns on the turn end are odd numbers.

Failure to Finish the Race – Document as Did Not Finish under Miscellaneous.

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:

Butterfly: Touch – flip turn

Breaststroke: Touch – flip turn

Freestyle:

Failure to do a forward start*

Failure to surface by 15 meters**

Pulling on lane line***

Failure to start & end in same lane***

Interfering with another swimmer***

Re-submerging** (except on Back & Free one time after the flags
at turns and/or finish)

Bouncing off or walk on bottom***

Not touching at turn***

Failure to finish***

* Illegal in all strokes except the backstroke

** Illegal in all strokes except the breaststroke

*** Illegal in all strokes but not listed on DQ slip.

The numbers of the various disqualifications may have changed



DISQUALIFICATION REPORT

EVENT # _____ HEAT _____ LANE _____
SWIMMER _____ TEAM _____

BUTTERFLY START _____ SWIM _____ TURN _____ FINISH _____

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 _____

NO TOUCH AT TURN (2I) # _____

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 _____

KICK: ALTERNATING (3A) _____ BUTTERFLY (3C) _____ SCISSORS (3D) _____

ARMS: PAST HIPLINE (3E) _____ NON-SIMULTANEOUS (3F) _____

~~TWO STROKES UNDER (3G) _____ NOT IN SAME HORIZONTAL PLANE (3H) _____~~

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): _____

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: (6I-6J) # _____ SWIMMER # _____

EARLY TAKE OFF SWIMMER (6F-6H) # _____

CHANGED ORDER (6P): SWIMMER _____ STROKE _____

OTHER (6T): _____

MISCELLANEOUS

FALSE START (7O) _____ DECLARED FALSE START (7P) _____

DID NOT FINISH (7Q) _____ DELAY OF MEET (7R) _____

OTHER (7S-Z): _____

JUDGE: _____
(print name clearly)

REFEREE: _____
(print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH _____

rev. (7/19)

DESK/REFEREE



DISQUALIFICATION REPORT

EVENT# _____ HEAT _____ LANE _____

SWIMMER _____ TEAM _____

BUTTERFLY START _____ SWIM _____ TURN _____ FINISH _____

KICK: ALTERNATING(1A) _____ BREAST(1B) _____ SCISSORS(1C) _____

ARMS: NON-SIMULTANEOUS(1E) _____ UNDERWATER RECOVERY(1F) _____

TOUCH: ONE HAND(1J) _____ NOT SEPARATED(1K) _____
NON-SIMULTANEOUS(1L) _____ NO TOUCH(1M) _____

NOT TOWARD THE BREAST OFF WALL(1N) _____

HEAD DID NOT BREAK SURFACE BY 15m(1P) _____ RE-SUBMERGED(1R) _____

OTHER(1T): _____

BACKSTROKE START _____ SWIM _____ TURN _____ FINISH _____

NO TOUCH AT TURN(2A)# _____

PAST VERTICAL AT TURN:

DELAY INITIATING ARM PULL(2B) _____ DELAY INITIATING TURN(2C) _____

MULTIPLE STROKES(2D) _____

TOES OVER LIP OF GUTTER AFTER THE START(2E) _____

HEAD DID NOT BREAK SURFACE BY 15m(2F) _____ RE-SUBMERGED(2G) _____

NOT ON BACK OFF WALL(2H) _____

SHOULDERS PAST VERTICAL TOWARDS THE BREAST(2L) _____

OTHER(2T): _____

BREASTSTROKE START _____ SWIM _____ TURN _____ FINISH _____

KICK: ALTERNATING(3A) _____ BUTTERFLY(3B) _____ SCISSORS(3C) _____

ARMS: PAST HIPLINE(3D) _____ NON-SIMULTANEOUS(3E) _____

ELBOWS RECOVERED OVER WATER(3H) _____

TOUCH: ONE HAND(3J) _____ NOT SEPARATED(3K) _____

NON-SIMULTANEOUS(3L) _____ NO TOUCH(3M) _____

NOT TOWARD THE BREAST OFF WALL(3N) _____

CYCLE: DOUBLE PULLS/KICKS(3S) _____ KICK BEFORE PULL(3P) _____

HEAD NOT UP BEFORE HANDS TURN INWARD(3R) _____

OTHER(3T): _____

FREESTYLE

NO TOUCH AT TURN(4A)# _____

HEAD DID NOT BREAK SURFACE BY 15m(4B) _____ RE-SUBMERGED(4C) _____

INDIVIDUAL MEDLEY

STROKE INFRACTION(S) (5A)# _____ OUT OF SEQUENCE(5B) _____

FOURTH DISTANCE SWUM IN STYLE OF PREVIOUS STROKE _____

ARTICLE 105

Added line

RELAYS

STROKE INFRACTIONS: (6A-D)# _____ SWIMMER # _____

EARLY TAKE OFF SWIMMER(6F-H) # _____

CHANGED ORDER(6L): SWIMMER _____ STROKE _____

OTHER(6T): _____

MISCELLANEOUS

FALSE START(7A) _____ DECLARED FALSE START(7B) _____

DID NOT FINISH(7C) _____ DELAY OF MEET(7D) _____

OTHER(7T): _____

JUDGE: _____ CJ: _____
(print name clearly) (initial)

REFEREE: _____
(print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH _____

rev. (1/24)

DESK/REFEREE