



VIRGINIA  
SWIMMING



## How to Fill Out 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 convention / 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's 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 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, fill out the DQ Slip:

- 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.
- d. Circle 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, 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.

- f. 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.*

- g. Mark the infraction with an X, or checkmark. If the infraction is not listed, write it in next to "Other" for that stroke (e.g., hands past the hips in Breaststroke). Use the correct terminology (from the rulebook). There's no need to circle the number.

- h. 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.*
  - i. The Chief Judge, if one is used, should initial next to the Judge's Name.
  - j. The Deck Referee should print his/her Last Name next to Referee and mark an X, or checkmark, next to Swimmer and/or Coach, 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, 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 number of the line(s) next to line 41 ‘Strokes Infraction #’ under Individual Medley.

*Relays* – Mark Relay stroke infractions just like those for the individual events and write the number of the line(s) next to line 70 ‘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 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, completes the arm pull (or delays taking the arm pull), and does nothing (or continues kicking) while making up distance to the wall prior to initiating the turn, mark Non-Continuous Turning Action.
- 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 Independent Strokes.
- If the Swimmer commits both of these violations, mark each of them.

*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 next to lines 15 or 23.

---

***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.***