

Completing the Disqualification Report

The DQ report is our primary and official means of communicating disqualifications to the Coach/Swimmer. To ensure that the report is clear and accurate and to prevent misunderstanding, confusion, and frustration, please observe the following standards for completing it consistently.

Individual Strokes

1. **Enter the Event, Heat, and Lane Number.** This critical information identifies the swim in which the infraction occurred. There should be no corrections to this information on the DQ Slip (scratch outs introduce doubt regarding the identification of the correct swim).
2. **Fill in the Full Name of the Swimmer.** First and last names are required.
3. Circle the name of the Event. Except for “Other,” this corresponds to the Event being swum. “Other” is used for non-stroke violations.
4. For regular stroke events, marked with an X, or checkmark ✓, when in the swim, the infraction was observed (Start, Swim, Turn, or Finish). This is an essential component in the articulation of the infraction.

Parts of the race are defined 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.

5. Mark the infraction with an X or checkmark ✓, if the infraction is not listed, write it next to “Other” for that stroke (e.g., hands past the hips in Breaststroke). Use the correct terminology from the rulebook. There is no need to circle the number.
6. When the report is complete, the official making the call prints his/her name where it says “Judge.” Add a first name if it’s needed for clarification (when two or more judges with the same last name are working in that session). Please make sure the name is legible.
7. The deck referee prints his/her name where it says “Referee,” and marks an X or checkmark next to Swimmer or Coach, as appropriate.
8. Refrain from making other marks or writing extra information on the report.

Individual Medley

It is crucial to judge the IM as four separate segments, each with its own “race.” This approach is fundamental in maintaining the integrity of the competition, as each “race” has all four components (Start, Swim, Turn, and Finish).

1. **Circle the Event (Individual Medley).**
2. **Check the infraction(s) under the appropriate stroke (s):**
Fly (5A1)-Back (5A2)- Breast (5A3)- Free (5A4) for stroke infractions under Individual Medley
3. **Then go to that particular stroke and mark the infraction that occurred** under the individual 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.

Relays

1. Mark **relay stroke infractions** and check off swimmer #:
For swimmer 1- #61, swimmer 2 -#62, swimmer 3- #63, and swimmer 4 -#64.
2. Then **go to that particular stroke** and mark the infraction that occurred under the individual stroke in which it was observed.

Please Note:

No DQ can be given in Backstroke for:

Past vertical at turn- Delay initiating turn (2T).

Have all DQ reports filled out in a standard and consistent manner.