

# RUNNERS

Runners are required to “run” information from the officials and timers to the computer table.

- 2 for DQ cards
- 1 for timer sheets

## Time Sheet Runners

- Collect timer sheets from the Timers (each lane) at the end of each event ( ) and take them to the Computer Scorer’s table. Time sheets for individual medleys (IMs) are only collected once at the conclusion of all IM events.
- Verify that each sheet is filled out correctly:
  - Three times are written down
  - One Time is circled
  - **NS** is written when there is no information next to a swimmer’s name and they did not show up in their designated lane.
- Place sheets in lane order (1 on top, 6 on bottom) in the designated area on the computer table.
- Collection is easier if a person OTHER than the person responsible for the clipboard and recording of the times holds the completed timer sheets for your collection. If timers are not already doing this please ask that they do so.

## DQ Card Runners

- Watch for Stroke and Turn officials to raise their arm which indicates they plan to write up a DQ (disqualification) card.
- Collect yellow DQ cards from the Stroke and Turn Officials and review the cards to ensure:
  - They are signed on the bottom by the Stroke and Turn Judge
  - The event number is filled in
  - Notes or check marks have been made on the card.
- Take cards to referee for signing. It’s ok to leave them and get them the next trip if the ref is backed up. Occasionally the ref will ask you to relay questions to the Stroke and Turn official.
- After the cards are signed by the Referee, take the cards to the computer table.