

RSL DQ Guidance - 6/22/25

At the officials meeting before the meet begins, the Head Referee should notify all officials & coaches how the processing of DQ slips will be handled for the meet.

Items to review:

- What is the admin referee's role? Will they sign all DQ slips? Do they need to be reviewed by the head referee?
- Who will deliver the white copy to scorekeeping.
- Who will deliver the yellow copy to the coaches.
- Where questions about DQ slips should be directed to.

Stroke & Turn officials should take care when completing DQ slips.

- Be sure they are not stacked so that the yellow copy of the slip provided to the coach is clear..
- Circle the event
- Be sure to complete the top portion
 - Event
 - Heat
 - Lane
 - Name - should come from the heat sheet but may not be listed and could be completed by the Referee (Head and/or Admin per guidance from the Head Referee at the officials meeting)
 - Team - should come from the heat sheet but may not be listed and could be determined by the swimmer's swim cap and/or could be completed by the Referee (Head and/or Admin per guidance from the Head Referee at the officials meeting)
- Be sure to complete the stroke section that applies
 - Check what is applicable
 - Start
 - Swim
 - Turn
 - Finish
 - Check the infraction(s)
- Sign the "Judge" line. Please be sure that it's legible in case there are questions later.
- Check that the yellow copy to be sure it's legible (if it's not, write up a new DQ slip)
- Be sure your heat sheet have notes in case there are questions later
- Be sure you are NOT writing DQ slips when swimmers are in your jurisdiction (you should be judging, not writing)
- If you have notes on your heat sheet, you can catch up when the timers move. Or request a short pause from the Referee (Head and/or Admin) so you can catch up.
- Other officials should not be completing a DQ slip on your behalf.

Referee (Admin and/or Head) officials should

- Review that all information is completed by the Stroke & Turn official
 - If information is incomplete, discuss with the stroke and turn official what information is missing or incomplete and have the stroke & turn official correct the DQ slip, or write a new one, if needed.
- Confirm/complete the “Swimmer” and “Team” fields based on any deck changes noted by the referee
- Sign the “Referee” line (based on guidance from the Head Referee at the officials meeting). Please be sure that it’s legible in case there are questions later.
- Deliver to the scorekeeper & head coach (based on guidance from the Head Referee at the officials meeting)

Scorekeeper

- Review the DQ slip for completion before entering into SwimTopia.
- Any questions should be directed to the Head Referee

Coaches

- Review the DQ slip
- Any questions should be directed to the Head Referee

If a DQ slip ends up in an incomplete or incorrect state, please see the head referee.

The Head Referee (or Admin Referee if directed by Head Referee) to discuss with the Stroke & Turn official. If the Referee designated to discuss with the Stroke & Turn official has any doubt, then the benefit of the doubt should go to the swimmer and the DQ slip may be thrown out.

Scorekeepers should not throw away a DQ slip without approval from the Head Referee.

Head Referees should not throw away a DQ slip without a discussion with the Stroke & Turn Official including the Admin Referee (if applicable). These examples are learning/mentoring opportunities for officials training and development.

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 use their best judgment and common sense when processing a disqualification report.