

Time Verification (2nd Station)

Documenting Official Time (Paperwork)continued...

- Obtain heat printout from console operator
- Check correct race#, event#, heat# and highlight printout
- Confirm that each lane with a swimmer has a time
- Document any no-shows
- Document any DQ's
- Calculate official time. (Validate within .30 - use flowchart)
- Clearly identify official time with check mark and strike out invalid times
- Initial paperwork
- Pass paperwork to Hy-Tek station

1

Time Verification (2nd Station)

Documenting DQ Slips

1. Compare DQ slip for correctness with ET Console Heat Sheet
 - a. Swimmer/Team Name
 - b. Event/Heat/Lane
 - c. Signed by referee
2. If there any discrepancies, send DQ back to referee
3. Initial top corner of DQ Slip
4. On Console Sheet strikeouts swimmer name
5. Denote "DQ" along left side of knockout
6. Write the lane(s) and name(s) of those DQed on Time Verification paperwork; knockout lane/time
7. Attach DQ slip to back of printout, facing backwards – enables easy review later if required

ET TIP:
RED IS NOT REQUIRED
DQ notations written in red
are not overlooked BUT are
harder to erase!

2