Options for Disqualification

The following are a list of options and considerations for the Referee and Meet Manager to help determine a disqualification (DQ) process that limits points of contact.

Meet Mangers and Referee's will decide on a disqualification process prior to the competition and communicate the process with officials via an email briefing. The process should include some form of signal to ensure the referee knows a DQ may have occurred. If an electronic process is used, a back-up option should be outlined should there be an issue with the electronic communication. (power, connectivity, wifi, etc)

During the competition, only one person should be designated to announce DQ's on a microphone if available.

If your club has a process that has worked well, and you'd like to share with the community please contact Megan Narsing at megan@swimalberta.com

Official verbally communicates to Referee
An official can discuss the disqualification with the Referee in person while maintaining a 2-meter distance and wearing a mask at all times.

- Considerations:
  - Facility Deck Space
  - Noise level of facility
  - Avoid using hand gestures and shouting if using this process

Electronic Disqualification Process*
Officials would fill out a premade form online using their smartphone to communicate disqualifications to the Referee. The Referee would review these disqualifications and approve them online.

- Considerations:
  - Internet Connectivity
  - Level of Swimmer Experience
  - Experience of officials
  - Access to smartphone
  - Comfort and experience with technology
  - Cellular Signal Strength

**An example of this Electronic Process using Google Forms can be found on page 3. If you would like to use this process the how-to guide can be found on page 5. There are additional examples of Electronic DQ forms online.*

Text Messaging

Officials will text message disqualifications to the Referee while on deck. If a discussion needs to take place the Official or Referee can call each other to speak.

- Considerations:
  - Experience of officials
  - Access to smartphone
  - Comfort and experience with technology
  - Cellular Signal Strength

Use Headsets, Walkie Talkies or Cell Phones

Meet Managers and Referees will decide on one method of electronic communication that works best for the Officials to verbally tell the Referee of disqualifications.

- Considerations:
  - Experience of officials
  - Access to technology device (headsets, walkie talkies, cell phones)
  - Comfort and experience with technology
  - Cellular Signal Strength (if using cell phones)
  - Bluetooth signal on deck

Electronic Disqualification Process

Option 1: The referee can fill out the link for the Recorder-Scorer when a DQ is approved. The method of reporting to the referee by the Stroke and Turn officials may be via text, phone, walkie-talkie or in-person.

Option 2: Stroke and Turn Officials will use their phones to submit electronic DQ's to the referee in-between heats. Both the Referee and the Recorder- Scorer/ Clerk of Course (RS/COC) will have access to the data spreadsheet prior to the meet beginning. The referee can approve or reject each DQ directly in the spreadsheet by using his/her phone. The RS/COC can then access the shared spreadsheet on the meet computer and input approved DQ's into the meet software.

Form Link: https://forms.gle/iGJ9euYfG5DX3ySCA

Information Regarding the Form: The first section (page) collects information from the official. The rest of the form deals with infractions. Scroll to the bottom and click "Next" on all sections that do not apply. Insert the infraction by clicking the appropriate button in the right section. When done, scroll and "next" until the end. Then tap, "Submit." These are the sections after the first page.

- Butterfly
- Backstroke
- Breaststroke
- Freestyle
- Individual Medley
- Relays
- Miscellaneous

STROKE & TURN / REFEREE Interaction

- The referee sends out a link to a Google Form DQ sheet in advance.
    - Can also have QR code at the meet they can scan to get it.
    - This form is meet specific. (i.e. Only used at this meet.)
    - Though meet specific, the electronic form can be copied to make it easy to use at other meets if desired. The reason it is meet specific is that all the data will go to a specific spreadsheet that only the admin and the referee (and anyone else specified) can access.
- In between heats the official completes 1 form per called DQ and submits it.
    - During COVID times, there is usually more time in between each heat as the pool is cleared before the next heat is brought to the blocks
- After the last heat of each event, and after all DQ's called by that official in that event have been submitted. The official submits a "Done" message for that event using the electronic DQ form.
- As able, and pausing the meet if needed, the referee reviews the master DQ spreadsheet on his/her phone. This is where all the DQ's called by officials end up. The referee then approves, questions, or rejects each DQ by marking the appropriate cell in the spreadsheet.

- At a meet where many DQ's are expected, the referee may choose to use a separate deck ref or CJ for this purpose if needed.

- After each event, the referee receives the "Done" message from every Stroke and Turn official. When the referee is also finished processing the DQ's from that event, s/he marks the "All Clear" for the event.
- The RS/COC now knows that the referee has finished processing DQ's for the event and can finalize on their end.

NOTE: The Stroke and Turn Officials and Referee will still need heat sheets

REFEREE /ADMIN Interaction

- The referee receives and processes electronic DQ slips as noted above.
- RS/COC only inputs DQ's that have been marked as approved by the referee.
- RS/COC does not finalize the event until receiving the electronic
- "All Clear" from the referee.

PRE-MEET SET-UP

- Create (or obtain) Google Form DQ
- Link the electronic DQ form to a to meet specific shared spreadsheet.
- Give spreadsheet access to the ref and RS/COC (and anyone else who needs to have it--be careful sharing access though. You don't want anyone changing the information without authorization from the referee.)
- Make sure the RS/COC can access the spreadsheet from the meet computer and the referee can access it from his/her phone.
- Email the link to the electronic DQ form to known officials before the meet and explain the DQ reporting process.
- Create a QR code for the electronic DQ form. (There are many QR Code creators on the internet. Use the link that sends people to the form.) Code may be shown on a phone or printed on a paper. This is an easy, touchless way to share access to the form at the meet.

How to Get an Electronic DQ Form

How do I get an electronic DQ form to use at swim meets?

1. You must have useable Google account in order to sign in to Google Forms If you have a Gmail address, you have a Google Account. If you do not have a Gmail account, you can create one for free.

2. To make a copy of the Electronic DQ Report for yourself, click on the link below
   Swim Alberta Electronic DQ Form

3. Click, "Make a Copy"
   If you do not see the button to make a copy, you will be asked to sign into an account. Sign into your Google account. Then, click, 'Make a Copy." If you are signed in and still do not see the "Make a copy" button, try clicking the above link again from the same browser where you signed into the Google Account.

4. You now have your own personal copy of the Electronic DQ Form to share, change, and update. The copy of your Electronic DQ Form is located in your Google Drive within your Google account.

Using an Electronic DQ Form

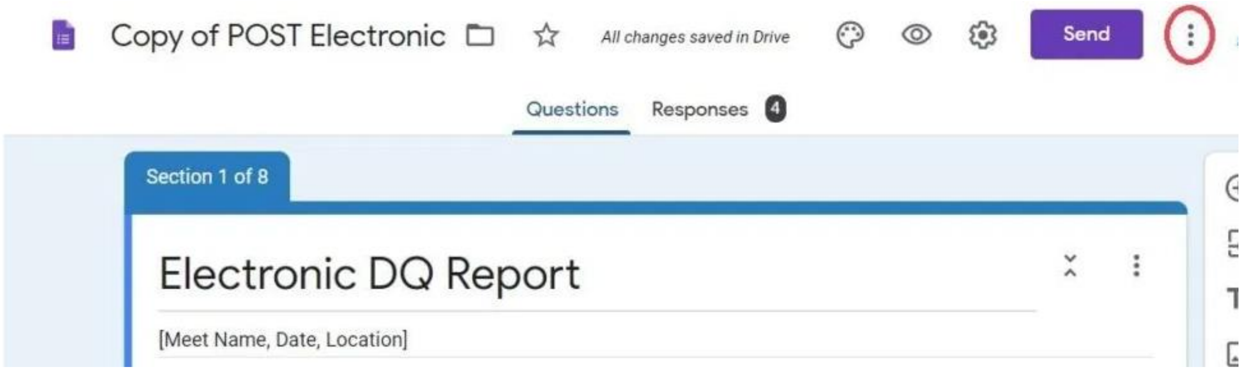
You will need to do some set-up of the form prior to your meet.

1. Start with a new form by making a copy
2. Set up a linked spreadsheet to collect responses.
3. Share the form with various groups including deck officials as well as the referee and admin person. You'll also need to share the spreadsheet.
4. Verify that everything works.

You'll find detailed instructions on how to set-up the both the form and spreadsheet below. You'll also find instructions for each group on how to use the DQ form at a swim meet.

Before the Swim Meet

1. **Make a New Copy** - For the best results, set up a new DQ form for each swim meet. There are two steps to make a copy of the form.
   a. Open the Menu -to open the menu, click the 3 dots in the upper right corner. (Circled below)



b. Make a Copy - Click "Make a copy" and follow the instructions.

NOTE: Do NOT make copies this way to share the form with officials working your meet. You will use the "Send" button for that. Instructions follow. The "Make a copy" function simply gets you your own form to use. From your copy, you can make unlimited copies for future meets and/or practice. When you make a copy, you make a unique form that will have its own unique response spreadsheet. You want all the DQ information from a swim meet to go to the same spreadsheet, not different ones. This is why you'll share the form with officials using the "Send" feature instead of "Make a copy."

c. Set-up the Form - Once you have a fresh copy of the form, insert the meet information at the top.

2. Set-up the Spreadsheet to Collect DQ Data

For the DQ responses to be processed quickly and accurately by the referee and admin person, you'll want them to go into a spreadsheet. The default response charts created by Google Forms may be of some interest after the meet. But, the spreadsheet is the quickest and most accurate way to review individually submitted DQ responses. They will show up one per row.

The electronic DQ form that officials use to input DQ information is simply a form that collects and organizes data. The software then takes that data and outputs the responses into a variety of formats. These include the default charts in the "Responses" section of the form. (circled below) Click the "Responses" tab on your form to switch to see the DQ responses.

*** Insert One Column for Referee Notes**
To aid communication between the referee and the admin personnel, as well as help the referee know which calls have been reviewed, you'll need to add one column at the beginning of the spreadsheet. This is where the referee can approve or reject a call.

Example of Electronic DQ Responses Spreadsheet

The first column is where the referee accepts or rejects the call after receiving it. Each row contains information from one submitted DQ call. Scroll across the row to get all the information.

	Referee Notes	Timestamp	Official's Initials or Name	Event #	Heat #	Lane #	Swimmer Na
1	Approved	10/19/2020 18:42:37	cv	1	3	7	Ajkle Jseile
2	Approved	10/19/2020 18:43:22	RF	4	3	2	Jasioe Wjilet
3	REJECTED	10/19/2020 18:44:30	PL	7	2	4	Piodsl Mklis
4		10/19/2020 18:45:40	LM	12	1	7	Ojkdl Pjlle

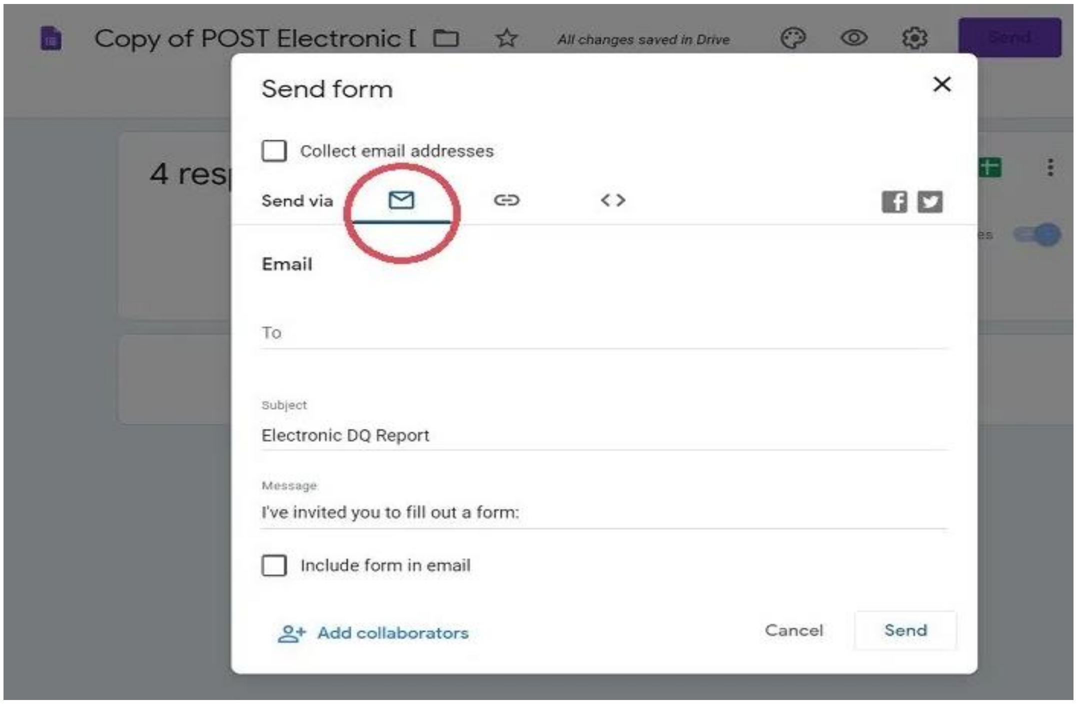
Share the DQ Form

In order for this DQ reporting process to work, people need to access it. Deck officials need to be able to insert calls. The Referee needs to be able to review and approve or reject the calls. Additionally, the Admin person needs to see and record calls accepted by the referee. However, you do not want widespread access to this system so do not post links.

In order to perform their roles, two different types of access are needed. The referee and admin personnel need access to the responses. The other deck officials need access to the form used to submit DQ information. Because they need access to different parts of the system, you'll use different sharing methods for each group.

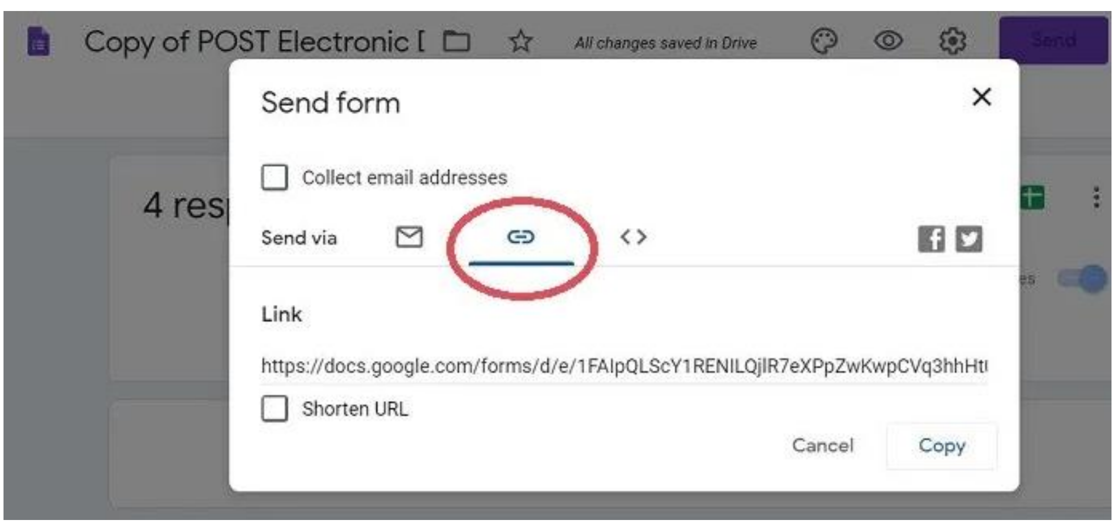
EMAIL

If you know the email address(es) of your meet official(s), it's easy to send them an email with a button that gives them access to the form. Below you'll find a picture of what you get after pressing "Send." The default is the "Send form" via email. Insert as many emails as you'd like on the "To" line. You can also personalize the "Subject" and "Message" lines. When you press "send" in the lower right corner, it will send an email with a button link to your DQ form to each email listed on the "To" line.



TEXT

Since the officials will be using their smartphones to access the DQ form, you may prefer to text them a link. Instead of using the email menu listed above, click on the link button to the right of the email button, as shown below.



This is the link you can use to share your DQ form. Anyone who clicks the link will go to this particular DQ form and use it as many times as needed. (i.e. They don't need a new link to submit more than one DQ.) You can use the link as given or click the box to shorten it. Once you've copied the link, you can insert it into a text message.

QR CODE

Additionally, if you'd like to share the link via QR code at the meet, you can copy and insert the link into a QR code creator. (There are many available on the internet, search to find.) Then, print or share the QR code via a device. The officials at the meet can scan the code with their smartphones and gain access to the DQ form.

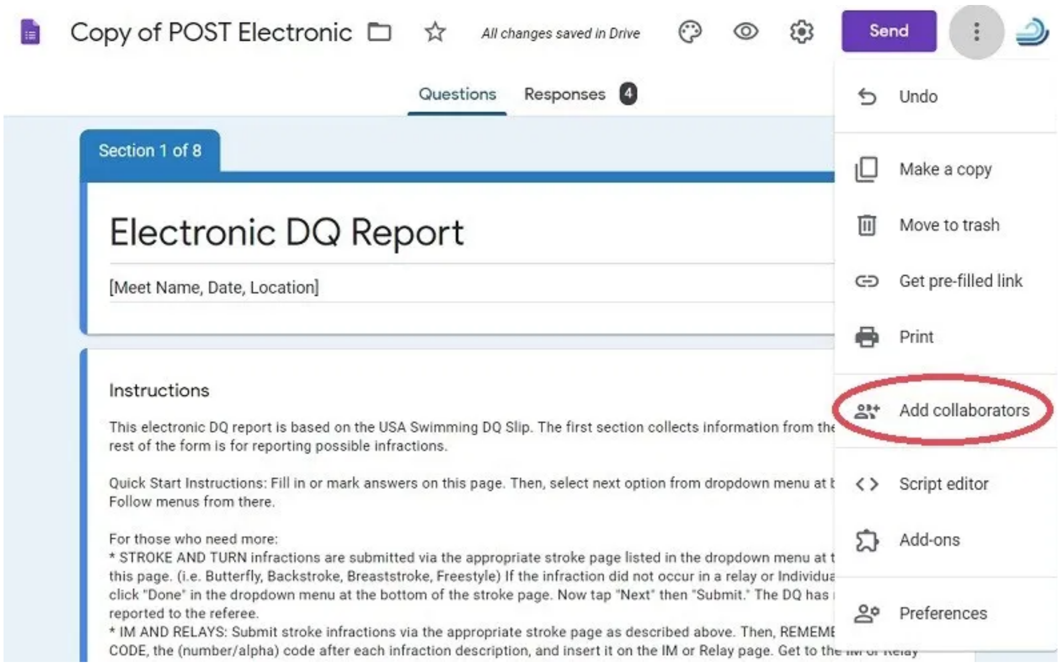
Referee and Admin Personnel Access to Responses

For the referee and admin person to fully access all responses, you'll need to provide access to BOTH the responses on the form and also the spreadsheet. To do this, you will "Add Collaborators" to the form and "Share" the spreadsheet. You can do each in a matter of seconds if you have the referee's and administrator's email addresses. It's easiest and most secure if collaborators use a Gmail address.

Be careful who gets access to the DQ form responses. These people are called, "collaborators." Just like in traditional methods of DQ reporting, these people will have the power to change the DQ results. However, unlike traditional reporting, there won't be a paper trail. Therefore, it's wise to keep the number of "collaborators" low. Usually, the referee and the admin person are the only ones who will need this level of access. In most cases, the admin may only need access to "View" and not to edit. If desired, the referee may create a paper back-up by noting electronically submitted calls onto their event paperwork, just like in traditional DQ reporting.

ADD COLLABORATORS TO THE FORM

To add collaborators, click on the three-dot menu used to "Make a Copy." Then, click "Add Collaborators" and follow the instructions. When done, the system will send each listed email an invitation and they will gain access to the form questions and responses.



SHARING THE SPREADSHEET

For your collaborators to see the responses spreadsheet, you will need to share it with them too. To do this, click the “Share” button in the spreadsheet, then add the email addresses into the pop-up window. If desired, on the next page, you can compose an email message and also alter the settings. Press “Send” in the lower right corner to send the email(s).

Put the Responses Spreadsheet onto the Admin Computer

The admin person processing meet results will need to view the DQ responses spreadsheet. Although this person could access it on a smartphone, it’s probably quicker and easier for this person to access it via the meet computer. Therefore, it’s important to make sure the spreadsheet can be used on this device. It will need internet access and the ability to sign-in to a collaborator’s Google Account.

Verify the DQ Reporting System Works from Every Angle

Before the swim meet begins, verify each official can work the form and that the referee and admin receive the DQ responses. To save time and minimize confusion, consider having each official send a DQ response with just their initials and event number 999. This way, the referee and admin can verify receipt from each official.