



BALLOTEER DUTIES

- Go through the timer sheets and sort them by Event. Put them in lane number order.
- For each swimmer, circle the middle time in red. If only 2 times are listed, then calculate an average time.
- Make sure all DQ slips meet the DQ criteria (see checklist provided)
- For each DQ slip, find the corresponding timer sheet. Write "DQ" in red next to the applicable entry and circle "DQ".
- Staple the DQ slip to the back of the timer sheet.
- Allow a little time for DQ slips to come in for butterfly, breaststroke, and IM. (Go ahead and paper clip the timer sheets, but wait to give them to the reader until DQs have been brought in.)
- Sometimes DQ slips come in after the data entry reader has given the time to the computer operator. In this case, be sure to tell the data entry reader that the time needs to be changed to DQ.
- Paper clip the timer sheets for each Event in lane number order and set aside for the Data Entry Reader to use

BALLOTEER INSTRUCTIONS

(2010 Revision)

What does a Balloteer do?

- 1. Collect timer sheets frequently from drop box/basket.**
- 2. Sort and bundle timer sheets by event with paperclips or clothespins.**
- 3. For each entry, in **red** pen, circle the mean time (time with the middle value), out of the three listed times. If only two times are listed, average the two times to get the official time.**
- 4. When a Disqualification slip is received for a swimmer, locate the swimmer's entry and write a circled DQ in red pen next to the applicable entry. Staple the DQ slip to the back of the time sheet.**

A DQ slip must meet the following criteria in order to be valid.

- must have judges signature**
- must be for the right event**
- must be for the correct stroke**
- must be for the correct heat & lane**
- must have a legitimate disqualification description**

- 5. When an event is complete pass the bundle to the computer reader for data entry.**

Please note:

IF YOU ARE NOT SURE ABOUT THE LEGITIMACY OF A DISQUALIFICATION SLIP PLEASE DIRECT ALL INQUIRIES TO AN SSA LEAGUE REPRESENTATIVE. THE LEAGUE REPRESENTATIVES FROM EACH TEAM SERVE AS REFEREES WHEN A QUESTION ARISES REGARDING A DISQUALIFICATION AND THEY ARE THE ONLY ONES WHO MAY APPROACH THE JUDGES AND/OR COACHES WITH INQUIRIES DURING AN SSA EVENT.

Thank you for Volunteering!!!!!!