

Computer Verifier Checklist

1. **Compare actual timer sheets with results print out.**
 - a. Make sure both times on the timer sheet are EXACTLY the same on the results print out!
 - b. If different, please circle the mistake on the results print out, write heat #, and hand back to the computer data entry person.
2. **Are you noticing there is only 1 time recorded in a lane consistently (meaning more than 3 times)?** Immediately notify a Council Member
3. **Are you noticing more than a .30 difference in a lane times recorded consistently (meaning more than 3 times)?** Immediately notify Council
4. **DQ's:**
 - a. If any of these items are missing or wrong on the timer sheet, immediately verify with Head Official:
 - i. **Did the official clearly indicate which swimmer DQ'd?**
 - ii. **Did the official clearly indicate the infraction of the DQ? Is it a valid infraction (see DQ check list)?**
 - iii. **Did the official SIGN or INITIAL the DQ?**
 - b. Record DQ information on the DQ Record form (if using). Give this form to your head coach at the end of the night.
5. **RELAYS**
 - a. Make sure Swimmers Names and Swimmer Order match between Relay Cards and the Results print off.
 - b. Verify that:
 - i. Each team received no more than one score per event
 - ii. Only 1 score is awarded for event if 1st & 2nd place went to same team
6. **If an absent child has a time, please verify with respective head coach**
7. **If a timer has written anything on the timer sheet you can't understand please ask what happened.**
8. **If you can't get the answer of an issue, immediately notify your Council**