

## AT THE SCORING TABLE

When the runner brings the cards and place judge forms to the scoring table, the individual who takes these forms will evaluate the place judge forms and determine the order of finish – filling out an Order of Finish Ballot if necessary. The places are then written on each card in the **bottom right corner and circled**. If the swimmer is disqualified, write **DQ** in the **bottom right corner and circle it**. Paperclip the cards together in **LANE NUMBER ORDER**, with the place judge forms behind them. The cards are then given to the individual completing the **Master Score Sheet**. This individual records the total points scored for each team in the event on the **Master Score Sheet** – calculating totals after each event (after Medley Relay, Freestyle, Breaststroke, etc). Then the cards are passed to the computer. Computer operator enters the times, Dqs and judges decision if necessary, then staples the cards and files them.