

Score Room

Site

The score room should be away from main traffic areas and score room access should be limited to a single door. The score room needs to be large enough for a scores check-in table, two score checkers each with a laptop, two data entry stations each with a laptop, and a score filing area. Additionally, there needs to be room for a printer and for the scoring captain. A classroom with tables (not desks) works fine.

Scores check in

Check off scores in the score check in sheets as scores arrive. For long term scores, take the long term and style scores out of the envelope. Double check to see that the master long term score sheet is on top of and stapled to the individual judges' score sheets and that the master style score sheet is on top of and stapled to the individual style score sheets. Send these score sheets to score checking along with the team's coach's style form. Keep the long term envelopes minus the scores. For spontaneous scores check that the calculated score sheet is on top of and stapled to the individual judges' score sheets.

Score checking

Recalculate all scores, long term, style, and spontaneous. Long term score calculation will be done on Excel spreadsheets generated by the scoring program. A font needs to be installed for scores printing. Fill out a score correction report if there is a long term score error and send it to filing to be put in the team envelope. Send the coach's style score sheet to filing to be put in the team envelope. Recalculated scores should be printed and passed to data entry.

Score entry

Scores are entered into two computers. The first computer makes a back-up every 15-30 minutes and the second computer's scores are checked against the backup. The second computer operator files scores after they are entered.

End of day

Print one score for each team to be put in the team envelope plus one copy for the problem captain.

Supplies

- Marking pens, pencils
- Two calculators, plus calculators for long term sites
- Stapler and staple remover
- Two power strips, one extension cord
- Five laptops, two for score checking, two for score entry, one for PC.
- Two printers, paper, label paper, spare black ink cartridge.
- Two laser scanners

- Blank OMER awards
- Score correction reports
- Score check in sheets
- Filing box with one folder per team

- Computer files--scoring program, oms file, scoring spreadsheets, score correction reports.
- If no internet access, add long term score sheets, team style, master style, coach style sheets OMER awards, Ranatra Fusca awards.