

Long Term Paperwork Trail

All teams will bring three copies of their style form, a materials value form (MVF), and an outside assistance form to pre-staging. There may be additional paperwork required by the long term problem. The staging area judge will collect and check all paperwork and fill out a staging area checklist for each team. Before the team is announced the staging area judge will give the team's style forms to the style judges. The additional problem specific paperwork will be given to the long term judges if needed. All other paperwork--the MVF, OA, and staging area checklist--will be turned in to the scorekeeper.

After the team competes and is scored, the style and problem judges turn in their score sheets to the scorekeeper. The scorekeeper will organize all of the team's paperwork, calculate the scores, and fill out the NCR (triplicate) score sheets. The white NCR score sheet is placed on top of and stapled to all of the problem judge's long term score sheets. The master style form is placed on top of and stapled to all of the style judge's score sheets. A team master style form is also filled. All of the sticky notes with positive comments from the judges should be transferred to the pink score sheet.

Returned to the team:

The pink NCR score sheet with the sticky notes will be taken by the head judge and returned to the team. The problem captains can bring any score sheets not picked up by teams to the score room when done at their site.

Kept on site:

The yellow NCR score sheet will be kept on site in case there is a need to refer to the scores.

Sent to the score room:

The white NCR score sheet on top of and stapled to the problem judge's score sheets. The master style form on top of and stapled to the style judge's scores. The team master style form is also sent to the score room. All other team paperwork is sent to the score room—the MVF, OA, additional paperwork if required by the problem, and pre-staging checklist. Everything for a team goes into a team envelope before sent to the score room.

No shows:

If a team doesn't show, print "No Show" on the NCR score sheets and the team folder and send them to the score room. The score room will notify spontaneous of long term no shows.

In the score room:

The scores will be checked and entered into the scoring program. The team master style form will be returned to the team, all other scores and score sheets will not be returned. All other paperwork and a copy of their division's calculated scores will go in the envelope for pick up after the awards ceremony.

