Calculator's (Scorer) Manual

Prepared by: Water Ski Canada Officials' Committee, 2021

Any suggestions or recommendations for manual updates can be sent to info@wswc.ca, attention: Officials Committee

Water Ski Canada (WSC) is a Council of Water Ski & Wakeboard Canada (WSWC)

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Introduction

The position of the calculator or scorer at a tournament is a very important position. A tournament should be enjoyable for all involved, the skier, spectator, judges and calculator. To ensure this high pressure position is enjoyable, you must be prepared!

This manual is intended to provide information for a calculator who will manage the tournament. There are computer programs available to make the task easier, but you must be familiar with the steps to set up, run and report the event regardless of the system you are using.

Understanding the rule book is very important in order to ensure all the results are accurate.

Be prepared for all types of questions, such as:

- Skiers - wanting results (particularly trick scores while you are still scanning). It is important to be consistent from skier to skier, no matter what decision you make.
- Officials - wanting their judging sheets, asking where the radios are, asking where they are supposed to be for their assignment.
- Organizers & volunteers - is lunch being provided and when, where is the tape measure, shock tubes, extra ropes etc.

The most difficult times for a calculator are:

- Registration and getting the first event on the water
- Trick scanning
- The very end of the tournament - having results ready and medals ready when skiers want to leave (and when they are leaving early after their event and want their medal)

It is helpful if you develop a consistent procedure to ensure all steps are followed.

This manual will review:

- Supplies required by calculator
- Introduction to calculating
- Difference between the role of registration and calculator
- Preparing for the events
- Scoring slalom, trick, jump and overall events
- Conclusion of the tournament

List of Supplies

As a calculator, you should have your own kit available or communicate with the tournament organizer ahead of time to ensure the materials and supplies you will need will be available at the beginning of the competition. (For smaller tournaments, it is recommended that you bring your own fully equipped kit).

Sharpened pencils (6-8), pencil sharpener	Ball point pens (red, blue, black)
Markers (sharpie)	Eraser
White out	Masking tape
Cellophane tape	Paper clips
Stapler and staples	Page protectors
Printer and ink	Printer Paper
Calculator	File folders (for sorting and organizing results)
Clipboard	Elastics
Computer (charger/power cord)	Rule book WSC and IWWF dependent on sanctioning
Find out if there is a photocopier on site	Power cord/extension cord
List of Canadian Records	Tournament schedule provided by organizer

- Always keep a copy of everything (i.e. lists, results, etc.) for yourself because of the many questions that will be asked.
- Keep a tournament schedule and running order posted near you.
- If you will be calculating outside, have rocks or weights in case the wind is a factor.
- Have a back up plan, and plan ahead in the event that your computer or printer stops working.
- Once the registration is done you can print off running orders and scoring sheets. It is easy to cross someone off if they are unable to compete or to add a skier by hand if someone is missed.

Registration

At smaller tournaments, the calculator may also fill the position of registration for the tournament. Although these positions are connected, it is desirable to have someone else look after registration. If you will be responsible here is what you will need to know.

- Membership form (should be completed online prior to registration)
- Registration forms (most often are completed online)
- Release waiver forms signed
- Skier Biography (provides information for the announcer, where there is an announcer)

As per the rule book, a deadline for registering should be posted. Know if there is a fee for late registration.

When skiers check in, have a separate area for them to complete the forms and then return them to you. This will allow you to deal with one skier at a time and reduce the need to answer several questions at once.

When forms have been completed,

- Verify their name and birthdate
- Verify their Provincial membership number
- If it is a IWWF Ranking list tournament, verify their competitive licence and membership
- number.
- Verify the appropriate division and events that they will be competing in
- Verify the ramp height if they are entered in the jump event.

It is the job of the registrar to collect all the entry fees or as calculator, verify that they have been paid.

For Regionals (Westerns, Easterns & Atlantics) and National competitions it will be necessary to verify that minimum scores have been achieved for entry into the competition and the events the skier has been registered. Refer to the WSC rule book for minimum scores and placement prerequisites.

For Provincial, Regional and National competitions you will also need to record their best performances within the last 12 months. These scores will be used for "seeding" the skiers. These scores will be available from the National office.

Setting Up The Tournament

Computer Scoring Program

Regardless of which scoring program you are using there are some common elements that are required and information that you will need to have on hand. Water Ski Canada has provided access to the Water Ski Scoring Software; note, there is a separate guide to help you navigate the program. Contact the National office (info@wswc.ca) for login details. If you are doing manual scoring, documents are available for printing and/or downloading from the WSC website (https://waterskicanada.ca/officials-resources/). Paper copies of results are no longer accepted. You will be required to submit results using a spreadsheet. Refer to the Software and Scoring link on the website for instructions and template (see link above).

Setting Up the Tournament

You will need the Tournament Sanction number (issued by Water Ski & Wakeboard Canada), the class of tournament that is being held (C, record, ranking list), dates of the competition, the name of the Chief of Competition, the site location and unique "code" for the ski lake where the competition is being held, the name of the Technical Controller, the person in charge of Safety, the names of the boat drivers and judges, and the number of rounds that will be held.

You will enter all the skiers by name, the division they are entered in and the events in which they will ski. This is also the time to enter their performance scores for seeding that may be required. If they are entered to jump, enter the ramp height.

From this list you will create a starting list or running order for each event and division. The tournament organizer and/or chief of competition will provide the schedule of events. This will give you the order in which the events and divisions will be run. In smaller tournaments, you may find that the events will be scheduled and the divisions may be randomly ordered.

Where seeding is required, the skiers best tournament scores prior to the event will provide the order for competition, with the best score skiing last in the division.

Preparing the Paperwork for All Required Officials

Running orders

You will need to print running orders for:

- Calculator
- Chief of competition,
- Assistant chief of competition (larger tournaments),
- Dock starter,
- Announcer,
- Copies to be posted (often one near the dock and another where event results will be posted.

Note: Additional running orders may be requested. For example, at Nationals it is common for a Provincial coach or representative to ask for a running order, or for photographers to request a list.

Slalom Scoring and Recap Sheets

Scoring sheets with the names of the skiers, their division and speed/rope lengths can be printed from the scoring program you are using. If you are calculating manually, blank scoring sheets can be printed and used.

- 1 set of forms is required for each set of tower judges (Place on clipboards with pencils)
- 1 set of forms for the boat judge to record the boat times as well as score. (Place on a clipboard with pencils. An elastic around the bottom of the clipboard will hold the pages so they don't fly around)
- 1 set of Recap forms for the calculator (or a designated judge). This form reconciles the boat times and scores that are called in by radio.

*Remind the boat judge and tower judges to take radios with them

Trick Scoring Sheets

It is possible to print off a set of trick scoring sheets for each judge. In most tournaments you can provide a running order of skiers and blank sheets of paper for the judges. The judges will then record the name of the skier, their own name and whether it is pass 1 or pass 2.

Note: it is no longer required to have skiers submit declared trick sheets.

It is easiest if you place the running order and blank paper on clipboards with pencils for judges and have them ready to distribute. Have 1 set ready for each of the trick judges (confirm with the Chief of Competition if you will need 3 or 5 sets)

- 1 set for the trick timing judge

Jump Scoring Sheets

Scoring sheets with the names of the skiers and their division can be printed from the scoring program you are using. If you are calculating manually, blank scoring sheets can be printed and used.

- 1 set of forms is required for the boat judge to record times and specific details related to the skier and boat controls (Place on clipboard with pencils. An elastic around the bottom of the clipboard will hold the pages so they don't fly around)
- 1 set of forms for the jump measurement judges
- A running order of skiers for the event judges that are acting as "shore" judges

Scoring and Recapping Events

Scoring the Slalom Event

Typically it is the calculator that does the slalom recap. You will confirm the scores as the event is taking place.

- The boat judge will relay to the other judges and calculator who the skier is and what the starting speed and rope length are. Record this on your recap sheet.
- After each pass, the tower judges will call in their score.
- The boat judge will call in their score and the boat times.
- Gate judges will confirm successful gate entry and exit. Typically you will only hear from them if they take the skiers gate away or need to pause to review the gate. Share this information with the boat judge immediately! They will need to hold the skier and wait for confirmation to continue.
- Record the time and scores of the judges on the recap sheet.
- After verifying the time is in tolerance, confirm the score by radio with the judges. This will signal whether the skier will continue, requires a re-ride or has completed their turn in the event.
- Enter the scores into the computer program.
- After all skiers in the division are complete, enter the names of event officials into the program and save results.
- It is best practice to review the judges sheets to compare them to the results you have saved to ensure they are error free.
  - Things to check for: speed and rope length, final buoy count
- Print results for posting on the results board. Results need to have the time it is being posted and a signature of either the Chief of Competition or Calculator.
- If there is an announcer, give them a copy of the results as they are posted. Reminder: results become final after 30 minutes of the posted time.

Scoring the Trick Event

The role of the calculator is to reconcile the tricks the judges have determined the skier has performed and if those tricks have been given credit to earn the skier points.

If possible arrange an area close to the judges to allow for faster calculation.

Keep people out of the space where you will be scanning! You may need to be firm about this. Try to eliminate all distractions so that you can focus on the task of scanning.

Recruit extra help for this task! It is much easier and faster if there are two people scanning the trick sheets.

- In most cases it will be easy to get a majority for the tricks that have been performed.
- If judges use shorthand to record the live trick runs, ask them to rewrite the passes using the recognized trick codes to avoid any misinterpretation of what is written. They can be found at the back of the WSC Rulebook.
- Scan and compare the judges sheets to identify the trick that has been called and the number of judges who are in agreement and have given credit. Simple majority is required for the skier to earn points.
- Some skiers may do a preturn, prior to entering the trick course. This will be communicated to the event judges and is an unscored trick.
- The trick timing judge will identify the last trick in time or will write "all in" to signal that all tricks are to be scored. Draw a red line after the last trick in time.
- If you have difficulty finding a majority, go from the beginning of the trick run and move down. Skip the area in question and go to the next trick that was clear to the judges. If you can isolate the questionable area, it is usually easier to decipher the judges' forms.
- On occasion, you may need to defer back to the judges to review and rewrite what they have called in order to get a majority decision. Do this as soon as possible! You will involve the Chief of Competition in this process. They will instruct the judges to rewind the recording to find the trick pass of the skier in question. Depending on the competition and how quickly "unofficial" results are wanted, the Chief of Competition may instruct the boat judge to hold the next skier so that judges can do the necessary review.
- Use one of the judges sheets, and using a red pen write OC (out of course) beside the trick before entering the course, put a checkmark beside successful tricks, if majority has not been achieved write NC (no credit) beside the trick code.
- If there is more than one sequence that can be scored, then score the one which yields the higher score.
- After reviewing the skiers trick pass, trick by trick it is time to enter into the computer program.

- Again it is easier if you have assistance with this step. Have one person call out the tricks while the other person enters them into the program. The assistant will identify when the trick was before the course, score as OC, has been marked as NC, or OC (end of time).
- Continue until all the tricks have been entered and saved.
- Print off the skiers trick runs and staple to the judges sheets.

It is best practice to review the trick summary sheet that you have printed and compare it to the judges sheet you used to mark with the red pen to ensure they are error free. Things to check for:

- Credit and non-credit tricks are entered correctly
- Point value is given to all tricks that are credit
- There is no misspelling of trick codes that would stop the generation of points
- Credit is given correctly for one ski and/or two ski tricks
- Toe tricks are entered properly - T at the beginning of the trick and scored correctly
- Repeat tricks - ensure they are repeat and an error has not been made with the scoring program.

After all skiers in the division are complete, enter the names of event officials into the program and save results.

- Print results for posting on the results board. Results need to have the time it is being posted and a signature of either the Chief of Competition or Calculator.
- If there is an announcer, give them a copy of the results as they are posted. Reminder: results become final after 30 minutes of the posted time.
- Arrange for a judge to take the completed trick sheets to a designated area for viewing. This may be done by the calculator. Skiers and their coaches have 30 minutes to review their sheets. If any errors are found, they should be brought back to the calculator. If it is an error in counting majority credit for tricks, or it is a calculation error, make the correction, print and repost the results. If they are challenging the timing, or tricks that are called this needs to be deferred to the Chief of Competition.

  Note: in major competitions it is not uncommon for the Chief of Competition to review the trick sheets before the results are shared and the skiers are able to review them.

Scoring the Jump Event

In the jump event the calculation can be done as the jumps are being recorded. All that is required is the entering of the jump distances, the boat speed, confirm the ramp height that was previously entered during tournament set up, and record the officials for the event.

During some tournaments the calculator may be more involved by confirming boat times, communicating with the boat judge if rerides are required, and by advising the boat judge of the skier distance that they will then communicate to the skier prior to their next jump.

On the scoring sheet you will record the result of each jump and then transfer that information to the computer program. Record the distance, or if a Fall occurred, or if the skier Passed the jump.

It is best practice to review the jump measurement judges sheets to compare them to the results you have saved to ensure they are error free. Things to check for:

- Speed
- Measurement of all jumps
- F and or P
- That the longest distance appears on your results sheet

After all skiers in the division are complete, enter the names of event officials into the program and save results.

Print results for posting on the results board. Results need to have the time it is being posted and a signature of either the Chief of Competition or Calculator.

If there is an announcer, give them a copy of the results as they are posted. Reminder: results become final after 30 minutes of the posted time.

Scoring Overall

If you are using a computer scoring program, Overall results will be calculated automatically. This is not a separate event. Scores from Slalom, Trick and Jump are used and calculated to determine the Overall scores. Refer to the Rulebook to manually calculate Overall scores.

Adaptive Skiing Events

You may be scoring an event where there are also adaptive divisions. Refer to the Rulebook for specifics.

Some of the differences and/or additional information you need to be aware of is:

- Slalom event - Skiers are scored using an "inner" and "outer" slalom course. These are scored differently. The Water Ski Scoring Program has a Disabled Skiers scoring program. If you are scoring manually, the inner course is scored as half a ball compared to the outer course.
- Trick - Tricks are scored with the same point value. There are additional wake jump tricks that are scored for adaptive skiing.
- Jump - Jump distance is measured in the same way.

Scoring Ties in an Event

Immediately communicate with the Chief of Competition if there is a tie. If you anticipate that there is potential for a tie that will require a "run-off", advise the Chief so that they may position themselves down at the starting dock.

Refer to the Rulebook and the organizing committee to determine how ties in an event will be managed. Where there is a "run-off", the score achieved in the tie-breaking pass is not recorded in the scorebook. You will enter placement for each of those athletes.

Open Division at Nationals

Athletes earn the privilege of skiing in the Open event at Nationals based on their best performances. This is managed by someone other than the calculator. After confirming the list of skiers who have qualified, the list and seeding scores will be given to the calculator. You will need to enter the skier a second time in the scoring program and based on the order of events create running orders and scoring sheets.

Placement and Awards

At the conclusion of the competition, or at times specified by the tournament organizer you may be requested to provide a print out of the placements. This document will provide a list of the first, second and third place finishers in the division and events that have taken place. Things to check for:

- Check that the list you are handing over for medal presentations accurately reflects the podium placements for the events. Sometimes names run over to another line and a skier may be missed in the presentation.

Team Scores

It has been tradition to track team scores at Nationals. These scores are typically based on the scores from skiers in each Province. The 3 best scores in each event is used to calculate the Provincial team score. The computer scoring program will calculate the team scores according to the teams you have set up at the beginning of the tournament. In the event the program is not providing accurate results, creating a simple spreadsheet and entering scores will provide the result you will need.

Conclusion of the Tournament

As skiers, judges and spectators are celebrating the success of the tournament the calculator's job is not quite done!

- Make a number of copies of the official results to be distributed.
- Save the official results and send them electronically to WSC and to the host organization. A number of provinces will now ask you to share electronic files rather than providing paper copies.
- There are a number of files that will need to be generated. Refer to the sanction to know what and where the files will need to be sent.
- You may also print a list of competitors by event. This will provide the number of competitors and will enable officials to complete their Record of Experience forms to be submitted to WSC.
- Remember to complete your Record of Experience as well!