

Tips for Devo Freestyle Scoring Volunteers

Introduction:

Each DEVO event is run a little differently by each mountain. This cheat sheet should be considered more as “guidelines” rather than hard rules (except where noted below). **It is very important that the scorer be very familiar with the Winfree scoring program ahead of time.** Attending a DEVO clinic is highly recommended if possible. The scorer will most likely need to use their own laptop for most DEVO events.

Getting organized BEFORE an event:

To help ensure a successful event, there are a number of things that should be done during the week prior to the event. These include:

1. Download the latest version of the Winfree scoring program and associated text files from www.cedarsoft.us. The program is constantly being “updated” during each competition season.
2. About a week before the event, request the Winfree data file from the previous event and import it into a new Winfree event. This simplifies registration since it will give you a good list of most of the competitors to start from. You can request the last DEVO event from Wendy Lana at the Rocky Freestyle office. Her contact information is listed on the Rocky Website at www.rockymountainfreestyle.com
3. During the week before the event, the coach for each team is supposed to send the host coach a list of their competitors. Obtain this info ahead of time from the host coach and use it to “register” athletes for the event(s) in Winfree.
4. **Bibs:** There are two ways to assign bibs at DEVO events:
 - a. Pre-assign bib numbers to each team. This greatly simplifies registration, but it requires doing some work the night before the event. Pre-assign a bib number to each competitor the night before; making sure that there is actually a physical bib with the number that you assign. Organize the bibs by team and, on the morning of the event, give the coach for each team all of the bibs for his/her team. When giving the bibs to the coach make sure that all athletes have paid their registration fees. The coach can usually tell you at this time of any adds/deletes. This method greatly minimizes Winfree entry and helps get the event started on time.
 - b. Optionally, Assign bibs at check in. **This process generally has each COACH check-in his or her team. Avoid having each athlete check-in individually as you will have over 100 kids and parents trying to register all at the same time – mass confusion!** Assign bibs numbers on the fly as you verify registration for each team/athlete. This process can take a little longer, but works well if you have a good volunteer team (see below).
5. Print several copies of the “Event Registration Form” (attached) ahead of time for coaches to use to add participants that may have not previously registered.

6. Make sure you have Dick Stone's contact information in case you encounter any Winfree problems during scoring. His contact information is listed in Winfree under *Help! >> Contact Information*.

Registration:

1. Generally it is helpful during registration to have at least the following volunteers:
 - a. Money person: one volunteer to make sure each athlete has paid their event fees, has signed a release form (if required) and has a **USSA number -- This is a rule – not a guideline!**
 - b. Bib person. One volunteer handing out bibs and making sure that the scorer has the correct bib number for each athlete.
 - c. Scoring person. One person entering all registration and bib information into Winfree during the registration process.
2. At the start of registration, **print a list of participants -- BY TEAM. Highlight all missing information such as USSA numbers, Year of births, etc.** As the coaches arrive, have them verify your registration list. Remember, try to deal as much as possible with only the coaches – not the parents or athletes. This will greatly expedite the process. Have the coaches provide any missing information and enter it into Winfree. Also, have them fill out the Event Registration Form for any unlisted competitors.
3. Know where the copy machine is located before the event and have the access code if necessary.
4. Make sure to enter all the event titles, dates, judges names, and other event information into Winfree.
5. **Talk to the judges** and remind them to make sure that their scorecard **totals are correct** for each participant if they note deductions. The judges should also have copies of the **jump codes**. If necessary, print the list of jump codes from Winfree for the judges to use. The jump codes can be found in Winfree under *Help! >> Menus >> Mogul Air Judges Table*.
6. Talk to the Judge's Assistant (staple person) to make sure that they check the following for each set of score cards:
 - a. **Bib number and name match** on all three judge's score cards.
 - b. **The math is correct** (totals add up).
 - c. If there is conflict on name, bib number, etc. the judge's assistant needs to resolve it immediately with the judges before the next participant begins his/her run. If the scorer later finds discrepancies, **the score sheets need to be taken back to the judges for clarification**. For DEVO events, this can significantly delay getting final results for the event.
7. **Try to obtain a radio** so that you can talk with the starter or head judge about any issues that might come up while scoring the event (such as scratches or participants not going in run order is helpful for explaining why score cards might be missing).

Closing Registration:

1. Just prior to closing registration, print the list of registered competitors and double check to make sure that each competitor has a bib number, USSA number, and Year of birth. Otherwise Winfree may not produce a good run-order.
2. **Create the run order.** The run order should be youngest to oldest and girls first (*i.e.*, F 6, M6, F5, M5, F4, M4). For DEVO events, the second run order is usually the same as the first. Print/copy the run orders and have them distributed to the coaches, parents, the starter, judges, etc. on the course.

Scoring the event:

1. When the score sheets arrive from the runner, have someone **double check the math** for each judge before entering it into Winfree. When entering the scores, have an assistant read the score card to the scorer. The scorer should enter the scores and then read the entered results from Winfree back to the assistant scorer to verify that the data is entered correctly.
2. Periodically, print event results and have a **THIRD** person independently verify the score cards with the printed Winfree results. This may seem like overkill, but the third person will almost always find a mistake. Integrity of results is very important!
3. Towards the end of the event, while the last age group is going, the scorer should print the results for all the other age groups so that another volunteer can begin writing the names on the ribbons/awards while the scores for the M4s are being entered. This helps to get the awards ceremony started as quickly as possible.

After the event.

1. Print the results sheets and make lots of copies to be handed out at the awards ceremony.
2. Give the awards/ribbons to the host coach. They will typically hand out the awards.
3. **As soon as possible after the event, e-mail the Winfree event file to Rocky Mountain Freestyle so that the results can be forwarded to USSA and so that they can be posted on the Rocky Freestyle website. Sent the Winfree event file to: rmfreestyle@ussa.org.**

