

Instructions for Rocky Mountain Freestyle Competitive Series Scoring Volunteers

Introduction:

Scoring for Rocky Mountain Freestyle Competitive Series events is a very consistent process that has been worked out by a dedicated volunteer staff over the years. Training on the scoring process is provided primarily through “on-the-job” experience as the Scoring Assistant.

The Chief of Scoring should be a USSA licensed official who has had Competitive Series scoring experience as the Scoring Assistant, although for some Freeride (Slopestyle and Half-Pipe) events, newly trained volunteer scorers may be utilized due to a shortage of available volunteers. The Chief of Scoring is responsible for ensuring that a backup computer with updated Winfree application and registration files is available at each competition. Scoring chiefs should review and test the new Winfree version each season and maintain updates of any changes throughout the year. Scoring chiefs should also attend the fall judge’s clinic. This instruction sheet is intended as a reference for Freeride, Moguls and Aerials event scoring volunteers. This instruction sheet DOES NOT APPLY to Dual Moguls scoring.

The application used to record scores and produce event results is called Winfree. This application and associated text files can be downloaded from www.cedarsoft.us.

Event Logistics

Rocky Mountain Freestyle has a laptop computer and printer specifically designated for mogul scoring use. This computer will travel from event to event with the Chief’s trunk, containing extra bibs, forms, awards and miscellaneous materials. A volunteer will be designated at each event to store the computer and trunk and transport these materials to the next moguls event. For Freeride events, the scorer or host club will need to provide a computer and printer.

The Winfree scoring program is constantly updated throughout each competition season. When new releases become available, the person responsible for the scoring computer will need to download the latest version for use at the upcoming event.

Wendy Lana, the Rocky Mountain Freestyle Secretary and Administrator, manages the event registration process from the Lakewood, CO office. Wendy will create the Winfree event file for each competition and pre-register participants. Each week (typically on Thursday), Wendy will email the event file to several competition volunteers who can store the file on a jump drive and load it to the scoring computer prior to opening late registration on the first morning of each event.

Morning of Event

Tasks to be completed (generally in the following order) on the morning of the event include:

1. First thing (or even the night before), generate and print a Run Order that includes only pre-registered participants.
 - a. In Winfree, click Open and navigate to the event file
 - b. Click Run Order, select the event, Run 1, Both and Click Use Wizard to Create or Change a Run Order
 - c. Click Next on the Intro window
 - d. Select the Event, Run 1 and Both on the Runorder: Event, Run, Sex window and click Next
 - e. Select Set order by sex (F,M) on the Runorder: Type of Change window and click Next
 - f. Click Next on the Runorder: Random Number screen
 - g. Click Finish, then close the Runorder Wizard.
2. Print this Run Order
 - a. Click Preview
 - b. On the Print selections window: Select Reg/runorder (Single space) for Format, Order of Printout by Runorder, select Event, Run 1 and Female. Check the Draft box at the upper left corner and click Go.
 - c. Review the output and print (upper left button) from the Preview window.
3. This Run Order should be provided to the Chief's Assistant, who will make about 25 copies. Post one copy near the registration area for competitor's reference. Distribute the remaining copies to coaches.
4. If the maximum number of participants was not reached during early registration, late registration will be allowed on the morning of the event for an additional \$15 fee. The Chief of Competition will collect the event entry forms and fees and will work with the Chief of Scoring to add late registrants to the Winfree event file. Select the "Register" function, select the competitor by double-clicking and check the box for the Events they are participating in. Late additions will be put at the END OF THE RUNORDER (instructions are below in "On the Hill" section).
5. Occasionally, a new competitor will need to be assigned a bib on the morning of the event. Once the bib has been issued, the competitor information can be updated in Winfree by clicking on Register, locating the competitor and double-clicking to select, then revise the bib number on the can be entered on the "Enter One Person" window. In cases where the competitor just received a USSA license, the competitor may not appear in the list of USSA members in Winfree. In this case, proof of the USSA license and license number is required, and the competitor can be manually added by clicking New under Register and completing the "Enter One Person" form.
6. Once late registration is closed, the computer and printer should be transported to the scoring location. This is usually the 'scoring tent' near the judges' stand at the bottom of the run. Occasionally, scoring is done in the lodge or other location away from the judges' stand. If this is the case, make sure you have extra runners assigned to transport score cards to the scoring location.

7. If you had Late Registrations, generate a new Run Order. Late Registrants will be added at the END OF THE RUNORDER.
 - a. Click Run Order, then Use Wizard to Create or Change a Runorder.
 - b. Click Next
 - c. Select Event, Run 1, Both and click Next
 - d. Select Add/del from runorder, click Next
 - e. Click Yes to the pop-up window “Do you want to add new registers & remove unregistered?”
 - f. Select **Back** on the Insert Where window and click Next, then click Finish
 - g. Make sure the new female registrants are added at the end of the end of the women and the new male registrants are added at the end of the men.
 - h. Close the Runorder Wizard.
8. Print 5 copies of the new Run Order.
 - a. In Winfree, click Preview
 - b. On the Print selections window: Select Reg/runorder (Single space) for Format, Order of Printout by Runorder, select Event, Run 1 and Both. Check the Draft box at the upper left corner and click Go.
 - c. Review the output and print (upper left button) from the Preview window.
 - d. On the print window, set the number of copies to 5.
9. Print 3 copies of the Hillside Scoring Sheet.
 - a. In Winfree, click Preview
 - b. On the Print selections window: Select Reg/runorder (Hill – triple space) for Format, Order of Printout by Runorder, select Event, Run 1 and Both. Check the Draft box at the upper left corner and click Go.
 - c. Review the output and print (upper left button) from the Preview window.
 - d. On the print window, set the number of copies to 3.
10. Send the 5 copies of the new Runorder and 2 of the Hillside Scoring Sheets to the top of the course with the starter. Save the 3rd copy of the Hillside Scoring Sheet for the bottom hand timer.

On the Hill

1. Set up the computer and printer. Ensure that you have power to both pieces of equipment and they are working together
2. Print 15 copies of the new Run Order.
 - a. In Winfree, click Preview
 - b. On the Print selections window: Select Reg/runorder (Single space) for Format, Order of Printout by Runorder, select Event, Run 1 and Both. Check the Draft box at the upper left corner and click Go.
 - c. Review the output and print (upper left button) from the Preview window.
 - d. On the print window, set the number of copies to 15.
3. Distribute run order and hillside scoring sheets as follows:
 - a. Provide one copy of the run order to each judge, the Chief of Competition and the electronic timing volunteer.
 - b. Provide one copy of the hillside scoring sheet (previously printed) to the bottom hand timer.
 - c. Keep at least one copy of the run order in the scoring tent.
 - d. Post one copy of the run order at a location where spectators can find it.
 - e. The remaining copies of the run order can be distributed to coaches.
4. **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*. Gather the names of the judges and which order they are in. You will need this information for step 9 below.
5. Talk to the Staple Queen/Stud (Judge's assistant) 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**.
6. Talk to the runner. The runner should collect scorecards from the Staple Queen/Stud and timesheets from the electronic timer. The runner may also assist in transferring the times from the timesheet to the top score sheet for each competitor.

7. Enter the event officials, judges and course stats into Winfree:
 - a. In Winfree, click Options, then select today's event.
 - b. On the EVENT Info tab, enter the number of judges (5 for moguls, 3 for Slopestyle and Half-pipe). Under Event Options, select Greater Run Wins for normal Rocky events. Leave the dropdown "Current event is a finals for" empty.
 - c. On the EVENT Stats tab, enter the name of the run the course is on, as well as the length, width and pitch. You can get this information from the TD.
 - d. On the EVENT Officials tab, select a name from the dropdown for each dropdown box shown. Some of the positions may be filled by the same person, for example, the head judge may also be one of the judges 1-5, the Chief of Comp. and Chief of Scoring or Timing may be the same. Select Wendy Lana as the Comp. Secretary.
 - e. Once you have entered all the appropriate information on the Info, Stats and Officials tabs, click OK and close the Options window. You are now ready to start entering scores.

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, one person reads the score cards and one person enters the scores into the computer. The data entry person should read the entered results from Winfree back to the reader to verify that the data is entered correctly after the entire score has been entered. The reader then marks the final total score on the top score sheet and circles it.
2. To enter a score in Winfree:
 - a. Click Scores
 - b. On the Scores Window, enter the bib number in the Find Bib field. The person with that bib number is highlighted below. Double-click the person to bring up the Scores entry window.
 - c. Enter the time (for moguls events) and each judge's score, then click OK. The total score for the run shows up in the Run column of the Scores window.
3. Once the scores have been entered in Winfree, send the score sheets with final total score written and circled on the top sheet to the announcer. The announcer should save the score sheets in a pile after announcing the score.
4. Periodically (about every 15 competitors), print event results and have a **THIRD** person (this could be the Chief of Competition, Assistant Chief, Head Judge, etc.) retrieve the announced score sheets from the announcer and independently verify the score sheets 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! This third person will mark packages of scores as verified after checking them and will notify the scorers for correction if a mistake is found. Save the verified score sheets for distribution after the event.
5. After you finish scoring the women's first run, print 20 copies of the results by Scores. This will be used as the runorder for the second run. Any cuts will be determined by the Chief of Competition. For women, the run order will be from 15th position to 1st position and then 16th position on down.
 - a. In Winfree, click Preview
 - b. On the Print selections window: Select Run results (normal) for Format, Order of Printout by **Scores**, select Event, Run 1 and Female. Check the Draft box at the upper left corner and click Go.
 - c. Review the output and print (upper left button) from the Preview window.
 - d. On the print window, set the number of copies to 15.
 - e. On the printed results sheets mark a line after 15th position & indicate an up arrow above (run order will start here and move up the list to 1st position) and down arrow below (will move down the list, starting with 16th position after 1st place person runs).
6. Print 3 copies of the Hillside Scoring Sheet.
 - a. In Winfree, click Preview
 - b. On the Print selections window: Select Reg/runorder (Hill – triple space) for Format, Order of Printout by **Scores**, select Event, Run 1 and Female. Check the Draft box at the upper left corner and click Go.
 - c. Review the output and print (upper left button) from the Preview window.

- d. On the print window, set the number of copies to 3.
 - e. Mark the hillside scoring sheets to indicate starting at 15th position and up, then 16th position and down for the run order.
7. Distribute run results and hillside scoring sheets as follows:
- a. Provide one copy of the run results to each judge, the Chief of Competition, announcer and the electronic timing volunteer.
 - b. Send at least 3 copies of the run results and 2 hillside scoring sheets to the start.
 - c. Provide one copy of the hillside scoring sheet to the bottom hand timer.
 - d. Keep at least one copy of the run results in the scoring tent.
 - e. Post one copy of the run results at a location where spectators can find it.
 - f. Any remaining copies of the run order results may be distributed to coaches.
8. After you finish scoring the men's first run, print the results by Scores following the basic instructions for steps 5-7, but selecting Male as the sex for the printouts. This will be used as the runorder for the second run. For men, the second run order will be from 30th position to 1st position and then 31st position on down. Mark the results and hillside scoring sheets appropriately.
9. Continue entering second run scores in the same manner as in the first round.
10. Towards the end of the event, after you have finished scoring the women's second run and the scores have been verified, print the final women's results and provide them to the Chief of Comp's Assistant, so this volunteer can begin writing the names on the ribbons/awards while the men's event is being finished. This helps to get the awards ceremony started as quickly as possible. To print event results:
- a. In Winfree, click Preview
 - b. On the Print selections window: Select Event results (normal) for Format, Order of Printout by **Scores**, select Event and Female. Check the Draft box at the upper left corner and click Go.
 - c. Review the output and print (upper left button) from the Preview window.
11. After you have finished scoring the men's second run and the scores have been verified, print the final men's results following the instructions in step 10, but selecting Male for the sex on the printouts.
12. Print official results for both men and women.
- a. In Winfree, click Preview
 - b. On the Print selections window: Select Event results (normal) for Format, Order of Printout by Scores, select Event and Both for gender (do not check the Draft box at the upper left corner) and click Go.
 - c. Review the output and print from the Preview window.

After the event

1. Save a copy of the Winfree event file with today's date in the filename. The actual event may span multiple days and a copy should be saved with the day's results at the end of each day. It is a good idea to save this file to a jump drive (if somebody has one), in addition to the scoring laptop.
2. Have the Chief of Comp's Assistant make lots of copies of the results to be handed out (primarily to the coaches) after the awards ceremony.
3. Get the Head Judge, TD and Chief of Scoring to sign the printout of official results (from Step 12 in the "Scoring the Event" section) and file the paper copy in the Results file in the Chief's box.
4. Assist in completing the men's awards. When all men's and women's awards have been completed, provide them to the Chief of Competition, who will present them to the competitors.
5. On the last day of the event, save the final Winfree event file to the scoring laptop and arrange for it to be sent to the Rocky Mountain Freestyle office. This may be accomplished by saving to a jump drive and emailing or by having the person who will transport the laptop to the next event email directly from the scoring laptop.
6. **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. Send the Winfree event file to: rmfreestyle@ussa.org, dan.miller@peakvista.com and mharrell@gmail.com .**