



SCORING ASSISTANT GUIDELINES

National Interscholastic Cycling Association
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GENERAL OVERVIEW

The Scoring Assistants provide a critical role to keep track of the action moment by moment using NICA's proprietary scoring system. The Chief Scorekeeper will guide you and the rest of the team in the positions of Data Entry, Number Caller and Hand Jammer. Be sure to come prepared with appropriate layers for a range of weather, as well as snacks and water – we also recommend a hat and sunglasses.

GOALS

- Work with the scoring team to accurately score the race with the end of providing a timely and successful award ceremony.

PROCEDURE OVERVIEW

- Scoring starts when the first race begins and ends when the last race is over. **Please report to the scoring tent at least 15 minutes before the start of your shift.** If you have to leave, or if you need a break from your task, inform the Chief Scorekeeper and make sure a replacement is ready to go.
- There are occasional moments of tension / pressure when large groups of riders cross the line. You should have the temperament to stay focused at these times.
- Pay attention to your task! Accurate results are crucial and it is easy to be distracted by parents, friends, riders, cowbells, etc. It is not part of your job to answer questions about results, resolve disputes, help riders in distress, etc. We want to help, but defer such interruptions to other race officials and keep scoring!

There are 3 volunteer tasks in the scoring tent:

- 1) Data Entry.** This person types plate #s into the computer scoring program. You should be comfortable using a Windows computer and able to type fairly well.
 - You will be trained to use the scoring program.
 - Use the 'triple-zero' button (000) on the keypad to enter a plate position you did not hear or see clearly. Be as accurate as possible, but it is MUCH more important to 'mark' a plate# for later correction, than to completely miss a plate#.
 - If you do miss a plate#, do not try and fix it immediately. Keep scoring!! Make a handwritten note and fix it later.
- 2) Number caller.** This person calls / shouts the number plates to the data entry people. You should have good eyesight and a clear, strong voice.
 - Stand behind the finish line, near the scoring tent, facing the riders and the data entry crew.
 - Call plate #s clearly using single digits: "two-four-seven" and "one-one-five", NOT "two hundred forty-seven" or "one fifteen".
 - Except for the final lap of a race, you do not have to wait for riders to reach the line to call a plate#. Call the plate# when you can see it clearly and when the rider sequence order is obvious.
 - Use the provided voice recorder when a large cluster of fast riders cross the line.
- 3) Hand Jammer.** This person works independently, hand-writing the plate #s into a list. Like the Number caller, you should have good eyesight and good handwriting.

- You are an independent data recorder, the back-up and arbitrator of mistakes and omissions by the Data entry crew.
- Do not listen to the Number caller. Enter your own set of plate #s as you see them.
- c. You can move anywhere around the finish line area to get a good look at the plate #s. Just don't get run over!
- If you know you missed a rider, mark a 'blank' in the sequence list. And, like other volunteer tasks, it is better to write all the numbers you see, even if they are out of order, than to miss a number completely.

EQUIPMENT LIST

- All Equipment will be at the Scoring Tent

VOLUNTEER LOCATIONS AND HOURS

- Check in with your volunteer coordinator for specific races and times.

THANK YOU FOR YOUR SUPPORT!