2016

ITCC SCORING PROGRAM
USER'S GUIDE

This User's Guide is to assist the Head Scorer in managing and entering data into the 2016 Scoring Program. This is to act only as a guide for the input of scores from the judges for each of the events. This Guide will not show you the "how to" of each of the formulas. The Scoring Program was written in **MS Excel 2013**.

Table of Contents

1. Key Role of the Head Scorer

A key role of the Head Scorer is to act as the 'Quality Controller' of the score sheets. If the data entered is not correct, the results will not be correct. The following are areas that require particular attention to ensure the data entered is correct.

The Head Scorer must:

- Check additions made by judges on score sheets for accuracy.
- Ensure entries for all judges for a competitor are the same for a double-lined box for the Work Climb (Scoring Points for each Work Station, Unsafe Acts), Aerial Rescue (Scoring Points for each Scoring Segment, Unsafe Acts) and Masters (Throwline Installation, Height of Union, Completion of Work Stations, Mandatory and Discretionary Penalties).
- Ensure that every scoring box is completed by each judge (an empty box may mean '0' but may also mean the judge forgot to enter a score).
- Check the data entered against the original score sheets and use double-data entry (all data entered into two computers and then final scores checked against each other to identify any data entry errors) to make sure no data entry errors have occurred.

If there are issues with a score sheet, send it back to the Head Judge for the relevant event for clarification and/or resolution. Do this as soon as an issue is identified so that the judge has the best chance of remembering the area of concern.

As Head Scorer, you may also be tasked with determining the rotation order for competitors. Below is a suggested rotation:

Group A starts at WORK CLIMB.
Group B starts at BELAYED SPEED.
Group C starts at THROWLINE.
Group D starts at AERIAL RESCUE.
Group E starts at SECURED FOOTLOCK.

2. Getting Started (Scorer Checklist)

Before the start of the competition, there are a few pieces of information that are required to update the scoring program. Check with the Head Judge of each event to receive this information.

Time limit for throwline (in sec): _____

Time limit for aerial rescue (in sec): _____

Time difference for belayed speed (1 or 2): _____

This information will need to be entered into the program before scoring begins. Read the section titled 'Data Entry' to learn where to enter this information.

3. General Information

The ITCC scoring program is designed using **MS Excel 2013**. Most features will work if you have the 2007 version, but some are not available. For best results, use **MS Excel 2013**.

This program consists of 12 individual worksheets which correspond to each event, and additional sheets for final presentation of scores. The worksheets are as follows:

- Names and Totals – list of all competitors and their preliminary scores
- Aerial Rescue – Entry for all AR scores
- Belayed Speed Climb – Entry for all BS scores
- Secured Footlock – Entry for all FL scores
- Throwline – Entry for all TL scores
- Work Climb – Entry for all WC scores
- Preliminary Winners – list of top finalists in each event and highest scorers for Masters eligibility
- Masters – Entry for all MC scores
- Head to Head – Entry for all HH Footlock scores
- Scoreboard – Preliminary scores and times for each event if a scoreboard is used (optional)
- Sort – Blank sheet for sorting scores by rank
- Final Scores – Blank sheet for pasting all final scores listed in ranked order for printing

| Names And Totals | Aerial Rescue | Belayed Speed Climb | Secured Footlock | Throwline | Work Climb | Preliminary Winners | Masters | Head to Head | Scoreboard | Sort | Final Scores | Sheet1 | ⊕ |

There are two separate ITCC programs – one for Men and one for Women. **Men and Women MUST be scored in the separate programs for the competitors to be scored and ranked correctly.** The two programs are the same, each set up to accommodate a maximum 100 competitors.

Note that each of the worksheets have frozen cells and columns. Make sure you are on the correct row and column for each competitor and their scores.

To help make data entry easier, all columns with a green header (looks grey in 2007 version) require data entry. All yellow headings have cells locked. You only need to enter data in green (grey) columns. Where cells are crossed out or are tinted red, data is not required. Red cells will populate as data is entered for multiple judges.

3

4. Getting Set Up

All data entry must begin on the 'Names And Totals' sheet. This worksheet is the starting point for the Head Scorer. This is where the names and rotation data is added. The competitor's names are then automatically copied across to the event worksheets.

As the competition gets started, the correct scores will be calculated and rankings will appear for each competitor. The overall top six ranked competitors (three in the events) will appear in red.

Each step is indicated in the image below.

1. Enter the name of the competition in C2.
2. Enter the date of the competition in H2.
3. Enter the chapter in which the competition is being held in M2.

Select a preferred method for sorting the competitors (e.g. number, last name).

4. Enter all competitor names in column B, beginning in B5. Be careful not to skip a cell or a competitor. If a name needs to be added or omitted, do **NOT** cut/paste cells, as this will mess up the references to other sheets. Data must be entered in order.
5. Enter all competitor numbers (column A), rotations (column C), and chapters (column D) (if applicable). Again, do **NOT** cut/paste cells elsewhere. They must be retyped if an error is made.

As Head Scorer, competitors' score sheets will be coming at you in random order, or as they are collected by your runners. Therefore, one does not need to worry about rotation for the scoring. Rotation may be important for print-outs, and is important to the competitors.

Once this data has been entered, all the other worksheets will populate with the appropriate information. Now you're ready to go!

5. Data Entry

Within **all** worksheets, data must be entered for each competitor from the top row (Judge A's row) downwards, not leaving rows blank between entering judge's data.

If there are three judges, the scores must be entered in the rows for Judge A, B, and C. It does **not** require you to always enter Judge A's information into the row for Judge A, or Judge B's in the row for Judge B. Simply, if you have two judges' scoresheets, enter the information into position A and B.

If you have three judges, but only two score sheets have been sent to the Head Scorer, enter the data into the rows for Judges A and B. Leave the rows for Judges C, D, and E blank. The program will average the number of judges used for that competitor. This is the same for timers, as well.

The order in which the judges' score sheets come to the Head Scorer does NOT matter. The order in which rows are filled in DOES matter. Fill in the first row for each competitor and work your way down for each subsequent judge. This is due to the way the program reads the program. It looks for scores from the top-down. If a cell is left blank, it will only average what is above the blank cell.

Aerial Rescue Overview
Click on the 'Aerial Rescue' sheet.

Aerial Rescue (AR) must have three (3) or five (5) judges. The program will take the average of how many judges are used. If you have only one judge, enter the data into the Judge A row.

Header cells and climber names are frozen. Make sure you are entering data in the correct row.

All competitors will be listed in column B in the same order you entered them on the 'Names And Totals' sheet. When entering data for a competitor, you must enter the data from Judge A to E. **Do not skip rows.** Judges do not need to be the same (Judge A does not always have to be the same person), but they must be entered such that rows are not skipped.

It is important to differentiate between a score of zero (0) and no score. If there are only three judges, leave the last two rows blank. Do not enter any data in these rows, as a score of zero (0) will affect the average.

All cells where data entry is required are highlighted in yellow. As you enter data, the yellow will disappear. When checking your work later, look for any cells that are still yellow. Some may remain if there were not five judges or if the competitor timed out. Cells highlighted in red (Scoring Points and Penalties) are automatically populated as you enter data. You need only enter this once for Judge A.

Column U will give you the middle three scores. If you have five judges, the program will drop the high and low before calculating the average score.

Before beginning data entry, perform a quality check of all scoresheets. For each competitor, judges must have the same Scoring Points and Penalties (double-lined boxes). Discretionary Points will vary. If Scoring Points are not the same, immediately return the scoresheets to the judges so the correction can be made. Check the judges' math before entering scores, as errors may have been introduced.

The tie-breaker is time. The program will automatically calculate this.

Get Started

1. AR is automatically set at 5 minutes (300 secs). Check with the event judges to verify that they have not altered the time limit. If the time has been changed, adjust AC1 in seconds (e.g. if 6 minutes, enter 360).
2. Begin with any competitor. Starting with Judge A, enter the Scoring Points (boxes in left row on score sheet) in columns E:I and the penalties (0 or 3) in column J. You will only need to enter these numbers once for Judge A. The rest will auto-populate when you enter the Discretionary Points for the other judges.
3. Going through each judge, enter Discretionary Points (boxes in right row on score sheet) in rows K:O. The Scoring Points will populate as you add more data.
4. Enter the time in columns V:X. Do not leave cells blank unless competitors time out. If a competitor times out, enter 999 in the minute cell only. Leave the second and 1/100 cells blank.
5. If a competitor is disqualified, enter "DQ" in column AC. This is a dropdown option only. No other data need to be entered for that competitor.

Belayed Speed Climb Overview

Click on the 'Belayed Speed Climb' sheet.

Belayed Speed Climb (BS) must have three (3) or five (5) timers.

Header cells and climber names are frozen. Make sure you are entering data in the correct row.

All competitors will be listed in column B in the same order you entered them on the 'Names And Totals' sheet. When entering data for a competitor, you must enter the data from Timer A to E. **Do not skip rows.** Timers do not need to be the same (Timer A does not always have to be the same person), but they must be entered such that rows are not skipped.

It is important to differentiate between a score of zero (0) and no score. If there are only three timers, leave the last two rows blank. Do not enter any data in these rows, as a score of zero (0) will affect the average.

The program is set up to accommodate three or five times. If four times are returned, look for an outlier to eliminate. If there are no outliers (2 sets of same times), then enter all four times. The program will average the four.

Example 1- 1:30:26, 1:30:26, 1:30:37, 1:30:37 – enter all four times

Example 2- 1:30:26, 1:30:30, 1:30:37, 1:30:38 – eliminate 1:30:26

If five times are provided, enter all five times. The program will average the middle three times.

All cells where data entry is required are highlighted in yellow. As you enter data, the yellow will disappear. When checking your work later, look for any cells that are still yellow. Some may remain if there were not five timers or if the competitor did not complete the event.

Get Started

1. Enter the time difference (1 or 2) indicated by the Head Judge. If the best time is anticipated to be under 30 seconds, set to 1. If it is anticipated to be over 30 seconds, set to 2 (default). Make this change in cell O4. The Head Judge is responsible for making sure the competitors know how they are being scored.
2. Begin with any competitor. Enter the minutes, seconds, and 1/100th seconds in columns E, F, and G respectively. If the competitor did not complete the event, enter 999 in the minutes column. This only needs to be entered once and zeros are not necessary in the other columns.
3. If the competitor was disqualified, enter "DQ" in column P. This is a dropdown option only. No other data need to be entered for that competitor.

Secured Footlock Overview
Click on the 'Secured Footlock' sheet.

Secured Footlock (FL) must have three (3) or five (5) timers.

Header cells and climber names are frozen. Make sure you are entering data in the correct row.

All competitors will be listed in column B in the same order you entered them on the 'Names And Totals' sheet. When entering data for a competitor, you must enter the data from Timer A to E. **Do not skip rows.** Timers do not need to be the same (Timer A does not always have to be the same person), but they must be entered such that rows are not skipped.

It is important to differentiate between a score of zero (0) and no score. If there are only three timers, leave the last two rows blank. Do not enter any data in these rows, as a score of zero (0) will affect the average.

The program is set up to accommodate three or five times. If four times are returned, look for an outlier to eliminate. If there are no outliers (2 sets of same times), then enter all four times. The program will average the four.

Example 1- 0:30:26, 0:30:26, 0:30:37, 0:30:37 – enter all four times

Example 2- 0:30:26, 0:30:30, 0:30:37, 0:30:38 – eliminate 1:30:26

If five times are provided, enter all five times. The program will average the middle three times.

The program is set up to only accept times eligible for a world-record recording. If a score of 'NV' (not valid) is returned, this means the times were too far apart to be approved as a world record. If you are attempting to record a world record time, you must have the competitor redo the event. If the times were too far spread for a valid score, but you do not require the time to be eligible for a world record, you can override the program by calculating the average by hand and only entering that average for Judge A.

All cells where data entry is required are highlighted in yellow. As you enter data, the yellow will disappear. When checking your work later, look for any cells that are still yellow. Some may remain if there were not five timers or if the competitor did not complete the event. Cells highlighted in red are automatically populated.

Get Started

1. Begin with any competitor. If the competitor received a penalty, enter 3 or use the dropdown menu in column E. This only needs to be entered once as it will populate as you enter more data.
2. Enter the minutes, seconds, and 1/100th seconds in columns F, G, and H respectively. If the competitor did not complete the event or timed out, enter 999 in the minute column. This only needs to be entered once and zeros are not necessary in the other columns.
3. If the competitor was disqualified, enter "DQ" in column Z. This is a dropdown option only. No other data need to be entered for that competitor.

Note: If the competitor took more than 1 minute (999 in minutes column) to complete the event, the score will appear as "TO" for "timed-out" on the 'Names and Totals' worksheet.

If the program returns a score of "NV," the time recorded is not valid for a world-record time (more than ½ second apart) and the competitor will need to repeat the event to receive a valid time. See above for override.

Throwline Overview
Click on the 'Throwline' sheet.

Header cells and climber names are frozen. Make sure you are entering data in the correct row.

All competitors will be listed in column B in the same order you entered them on the 'Names And Totals' sheet.

All cells where data entry is required are highlighted in yellow. As you enter data, the yellow will disappear. When checking your work later, look for any cells that are still yellow. Some may remain if the competitor timed out.

Start with the totals for Side 1 and Side 2. Even if the judges have added up the points for each side, it is important to check their math.

When entering score times, make sure the faster score time is entered for 'First Score Time.' The judges occasionally may make an error and put the times in the wrong box. For example, if a competitor sets a line in Side 2 first, the judge may make a mistake and put that first time into the Final Score Time slot. As the Head Scorer, you need to be aware of which is the fastest time and enter it in the correct cell to ensure correct scoring.

For penalties, enter the largest number for each penalty. For example, if a judge checks off -1 and then -2 for two failures to issue an audible warning, the Head Scorer must use -2 for the audible warning penalty figure, not -3.

The program will calculate tie-breakers. The first tie-breaker is the final score time. The second tie-breaker is the first score time.

Get Started

1. Enter the time limit in seconds as determined earlier in cell Q3. Time Points will automatically adjust according to the event time entered.
2. Begin with any competitor. Enter data for both sides of the tree in columns E and F. Do not leave blanks.
3. Enter the first recorded time in columns H:J.
4. Enter the final score time in columns L:N. If a competitor times out, leave the first score time blank and enter 999 in the minutes column of the final score time.
5. Enter any penalties in column O.
6. If a competitor is disqualified, enter "DQ" in column S. This is a dropdown option only. No other data need to be entered for that competitor.

Work Climb Overview

Click on the 'Work Climb' sheet.

Work Climb (WC) must have three (3) or five (5) judges.

Header cells and climber names are frozen. Make sure you are entering data in the correct row.

Before beginning data entry, perform a quality check of all score sheets. For each competitor, judges must have the same Scoring Points and Penalties. Discretionary Points will vary. If Scoring Points are not the same, immediately return the score sheets to the judges so the correction can be made. Check the judges' math before entering scores, as errors may have been introduced.

If a competitor does not complete a task, they do NOT receive scoring or discretionary points for that station. Look to see if the judges circled YES or NO for "All Tasks Completed?" on the score sheet. If NO, you may need to zero out a station if points were given on the score sheet. This will mean the competitor does not get time points either (automatically calculated by the program).

All competitors will be listed in column B in the same order you entered them on the 'Names And Totals' sheet. When entering data for a competitor, you must enter the data from Judge A to E. **Do not skip rows.** Judges do not need to be the same (Judge A does not always have to be the same person), but they must be entered such that rows are not skipped.

All cells where data entry is required are highlighted in yellow. As you enter data, the yellow will disappear. When checking your work later, look for any cells that are still yellow. Some may remain if there were not five judges or if the competitor timed out. Cells highlighted in red (Scoring Points and Penalties) are automatically populated as you enter data. You need only enter this once for Judge A.

Positive and negative scoring points have been separated so you do not need to enter any negative symbols into the program.

It is important to differentiate between a score of zero (0) and no score. If there are only three judges, leave the last two rows blank. Do not enter any data in these rows, as a score of zero (0) will affect the average.

Column X will give you the middle three scores. If you have five judges, the program will drop the high and low before calculating the average score.

Get Started

1. Begin with any competitor. Starting with Judge A, enter the Scoring Points (double-lined boxes on the left side of the score sheet) in columns E:M and the penalties (0 or 3) in column N. You will only need to enter these numbers once.
2. Going through each judge, enter Discretionary Points (right side of the score sheet) in columns P:T. The Scoring Points will populate as you add more data.
3. Enter the time in columns Y:AA. Do not leave cells blank unless competitors time out. If a competitor times out, enter 999 in the minute cell only for Judge A.
4. If a competitor is disqualified, enter "DQ" in column AF. This is a dropdown option only. No other data need to be entered for that competitor.

NAME OF COMPETITION: 0   **DATE:** 0-Jan-00

If timed out, enter 999 in minute cell. If disqualified, enter "DQ" in column AF.
If a competitor does not complete a task, they do not receive scoring or discretionary points at that station. Look to see if the judges circled YES or NO for "All tasks completed." If NO, you may need to zero out a section if points were given on the scoresheet.

FASTEST TIME (in secs): 0.00

	WORK CLIMB				SCORING POINTS											DISCRETIONARY POINTS								TIME						
		WORK CLIMB RANK	JUDGE	HANDSAW STATION +	−	LIMB TOSS STATION +	−	POLE PRUNER STATION +	−	LIMB WALK STATION +	−	LANDING STATION +	−	PENALTIES (0 or 3)	HANDSAW STATION	LIMB TOSS STATION	POLE PRUNER STATION	LIMB WALK STATION	LANDING STATION	TOTAL	AVG. MIDDLE SCORE	min	sec	1/100	TIME (in secs)	AVG. TIME	EFFIC'Y POINTS	FINAL SCORE	DQ
NO.	COMPETITOR																												
			A																										
			B																										
			C																										
			D																										
			E																										

Masters Overview

Click on the 'Masters' sheet.

The Masters' Challenge (MC) must have three (3) or five (5) judges. If you only have three judges, enter their data in the rows for Judges A, B, and C.

Header cells and climber names are frozen. Make sure you are entering data in the correct row.

Before beginning data entry, perform a quality check of all score sheets. For each competitor, judges must have the same Scoring Points and Penalties (double-lined boxes). Discretionary Points will vary. If Scoring Points are not the same, immediately return the score sheets to the judges so the correction can be made. Check the judges' math before entering scores, as errors may have been introduced.

The individual points for each section are to be entered into the program. This is intended to eliminate the need for calculations. You may opt to add the scores by hand prior to entering them to ensure they are accurate (supposing you are not performing double-data entry for masters).

Column BE will give you the middle three scores. If you have five judges, the program will drop the high and low before calculating the average score.

There is only one official time.

The tie-breaker for Masters is Preliminary Total. This must be done by hand. In the rare case preliminary totals are also tied, the competitor with the best final time in Masters wins.

Get Started

1. The competitors' names can be entered by using the dropdown menu (this feature may not be available using MS Excel 2007). When you select the competitor, the competitor number will automatically populate.
2. Begin with any competitor. Columns with Judges B-E highlighted in red need only be entered once for Judge A (scoring points). Scores are entered section by section, working left to right.

3. Enter the time in columns BA:BC. Do not leave cells blank unless competitors time out. If a competitor times out, enter 999 in the minute cell only.
4. If a competitor is disqualified, enter "DQ" in column BF. This is a dropdown option only. No other data need to be entered for that competitor.

Head-to-Head Overview
Click on the 'Head to Head' sheet.

This event is set up the same as Footlock. To enter competitors, use the dropdown menu which will list all the competitors entered on 'Names And Totals' (same as Masters).

All data entry is the same as Secured Footlock.

6. Preliminary Winners

The preliminary winners sheet lists the top three winners for each event, the chapter (if applicable), and score/time. It also lists the finalists for the Masters. This sheet can be printed out following completion of data entry. It is intended to assist with awards ceremonies. This sheet will also populate with the Head-to-Head and Masters' winners. Data need not be modified on this worksheet. Do double-check the sheet for any possible ties that may not have been broken (e.g. Masters).

7. Ranking Calculators

Within each of the worksheets for the five preliminary events and within the 'Names And Totals', a ranking calculator is used. Note that the ranking calculator found on the 'Names And Totals' worksheet is for **Preliminary Totals** only. The ranking calculators will separate out rankings if scores are tied, except for Masters. The Masters tiebreaker is the highest preliminary total. It is the responsibility of the Head Scorer to verify a tie for Masters.

8. Sorting

DO NOT SORT WITHIN ANY OF THE EVENT WORKSHEETS OR TABS.

To sort the winners so that they are listed in order of ranking with first at the top of the page, you must **COPY** the information from 'Names and Totals' (starting with cells B5:N5, down to the last competitor) and go to the 'Sort' worksheet. Select **Paste Options** or **Paste Special** and choose **VALUES** to copy the information only. This will give you just the values without all the formulas and formatting. This data can be sorted by rankings. Go to **DATA – Sort – Sort by column E.**
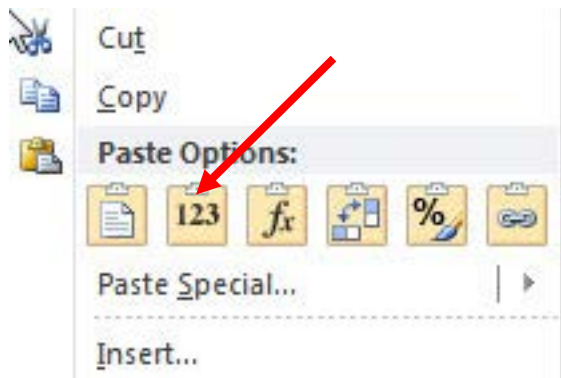
9. Printing

Each worksheet has been set up so that it can be printed one page wide (the length will depend on how many competitors you have). Sometimes the sheet will be landscape, other times portrait, depending on the number of columns in the worksheet.

To print the final scores, once sorted, you can copy the data from the 'Sort' worksheet and paste it into the 'Final Scores' worksheet. The 'Final Scores' tab is unprotected, so you can adjust it for printing and eliminate unnecessary columns.

If you have difficulty fitting data on one page, when you go to your print options, click 'No Scaling' and look for the option 'Fit All Columns on One Page.'