2022-2024

ITCC SCORING PROGRAM
USER'S GUIDE

This User's Guide is to assist the Head Scorer in managing and entering data into the 2022-2024 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 originally written in **MS Excel 2013**.

1. Quality Control

A key role of the Head Scorer is to act as the quality controller of the score sheets. The Head Scorer must:

- Check calculations made by judges on score sheets for accuracy.
- Ensure entries for all judges for a competitor are the same for double-lined boxes for the Work Climb, Aerial Rescue, and Masters.
- 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 as soon as possible to the Head Judge or Event Scorer for the relevant event for clarification and/or resolution.

2. 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 or newer**.

This program consists of 13 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
- Throwline – Entry for all TL scores
- Work Climb – Entry for all WC scores
- Ascent – Entry for all AE scores
- Prelim Winners Men – list of top male finalists in each event and highest scorers for Masters eligibility
- Prelim Winners Women – list of top female finalists in each event and highest scorers for Masters eligibility
- Masters – Entry for all MC scores
- Scoreboard – Preliminary scores and times for each event if a scoreboard is used (optional)
- Sort Men – Men's preliminary scores sorted by ranking
- Sort Women – Women's preliminary scores sorted by ranking
- Secured Footlock – Entry for all FL scores (if not running the Ascent Event)
- Head to Head – Entry for all Head-to-Head Footlock scores
- Final Scores – Blank sheet for organizing scores for printing

| Names And Totals | Aerial Rescue | Belayed Speed Climb | Throwline | Work Climb | Ascent | Prelim Winners Men | Prelim Winners Women | Masters | Scoreboard | Sort Men | Sort Women | Secured Footlock | Head to Head | Final Scores |

The scoring program is set up to accommodate a maximum 100 competitors.

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 tinted red, data is not required. Red cells will populate as data is entered for multiple judges.

3. Getting Started

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). Enter in Throwline tab, Cell Z3.
- Time limit for aerial rescue (in sec). Enter in Aerial Rescue tab, Cell AD1.
- Time difference for belayed speed (1 or 2). Enter in Belayed Speed Climb tab, Cell S4.

All data entry must begin on the 'Names And Totals' sheet. This is where the number, names, rotation, chapter, and gender data are added. The competitors' 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 on this tab. The ranking for the overall top six competitors (three in the events) will appear in red.

Be sure to choose either the Ascent Event or Secured Footlock in cell K6 using the dropdown arrow. This will automatically recalculate the formulas to accurately reflect which event your competition is running.

Click on the cells of the Sample Row for more details on entering the competition details.

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.

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

4. Data Entry – General Guidelines

- **Follow the detailed instructions for entering scores by clicking along the Sample Row on each event.**
- Data must be entered for each competitor *from the top row* (Judge A's row) downwards, not leaving rows blank between entering judges' data.
  - This does **not** require you to always enter the exact Judge A's information into the row for Judge A, or Judge B's in the row for Judge B. Always start with the row for Judge A, regardless of which judge's scoresheet you receive first.
- It is important to differentiate between a score of zero (0) and no score. If there are fewer judges than rows allotted, leave the remaining row(s) blank. Do not enter any data in these rows, as a score of zero (0) will affect the average.

- If a competitor times out during any timed portion of an event, enter TO for "Timed Out" where indicated for that event.
- If a competitor is disqualified, enter DQ in the last column.

5. Data Entry – Event-Specific Tips

Aerial Rescue

- Aerial Rescue must have three (3) or five (5) judges.
  - If you have five judges, the program will drop the high and low before calculating the average score.
- The tie-breaker is time. The program will automatically calculate this.

Belayed Speed Climb

- If a competitor has four times, 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.

Throwline

- 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 penalties, make sure the judge correctly added together the largest number for each penalty type.

- 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.

PENALTIES				TOTAL PENALTIES
No climbing line installed			-3	
Non-scoring line left in tree (-1 point per line)	-1	-2	-3	**2**
Failing to control a throw weight or climbing line within event area		-3	DQ	
Breaking a branch within the diameter range	-1	-2	DQ	
Failure to issue an audible warning (-1 point per occurrence)	~~-1~~	~~-2~~	DQ	

Work Climb

- Work Climb must have three (3) or five (5) judges.
  - If you have five judges, the program will drop the high and low before calculating the average score.
- Look to see that the Bell box for each task is checked. If the box is not checked, do not enter any scoring or discretionary points for that station (even if the judge marked any points on the scoresheet).
- Positive and negative scoring points have been separated, so you do not need to enter any negative symbols into the program.
- Be sure to select YES or NO for "All Bells Rung?" using the dropdown arrow in column AA.

MPLE ROW to learn about data entry for Work Climb.
omplete a task, they do not receive scoring or discretionary points for that station (see Rule 3.2.8). Double-check ncomplete task, you may need to zero out a station if points were given on the scoresheet.

Ascent Event

- The program will automatically calculate the setup Time Points, the ascent average, and the changeover Time Points once you enter in the three times for each section.
- If the competitor times out in any of the sections, use the dropdown menu to select Timed Out in the corresponding section. This will make it so the competitor cannot accumulate any additional points.

- If the competitor misconfigures the setup or changeover, use the dropdown menu to select Misconfigured in the corresponding section. This will make it so the competitor does not earn points for that section.
- If the competitor misconfigures the setup or changeover AND times out in the same section, use the dropdown menu to select Both in the corresponding section. This will make it so the competitor cannot accumulate any additional points.
- If times are borderline and you cannot tell if it will be over 89.99 seconds, enter the times and the program will calculate if it's timed out or not.
- If a penalty is marked on the scoresheet, check to see if the penalty is for "misconfigured or detached life-support components."
  - If the penalty is for that reason, make sure that either the setup time or changeover time is marked for "Misconfigured". If a competitor gets that penalty, they also do not get time points for that section. The scoring program will calculate this.
  - If nothing is blank or crossed out, check with the Head Judge to determine which section was misconfigured.

Secured Footlock *(if not running the Ascent Event)*

- If a competitor has four times, 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.
- 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.

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

Masters' Challenge

- To enter competitors, use the dropdown menu which will list all the competitors entered on 'Names And Totals'.

The Masters' Challenge must have three (3) or five (5) judges. The program will take an average of how many judges are used.

- o If you have five judges, the program will drop the high and low before calculating the average score.
- 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.

Head-to-Head Ascent

- 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 sheets list 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.
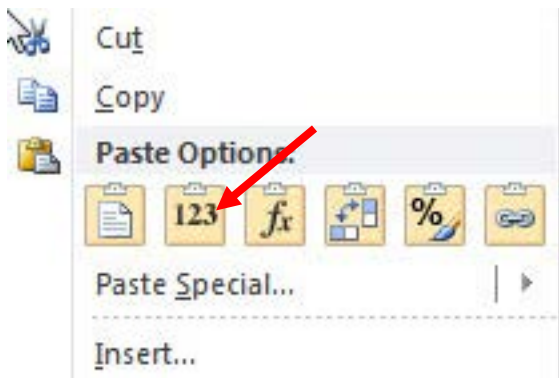
8. Sorting

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

NEW: No need to sort. The program does it for you! Refer to sheets 'Sort Men' and 'Sort Women' for the final scores and rank order, including Masters.

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, you can copy the values from the 'Sort Men' and 'Sort Women' worksheets and paste it into the 'Final Scores' worksheet. Select **Paste Options** or **Paste Special** and choose **VALUES** to copy the information only. The 'Final Scores' tab is unprotected, so you can adjust it for printing and eliminate unnecessary rows.

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.'