

**NATIONAL COLLEGIATE WOMEN'S  
GYMNASTICS CHAMPIONSHIPS  
NATIONAL SCORING COORDINATOR MANUAL**



**2021 WOMEN'S  
NATIONAL COLLEGIATE  
GYMNASTICS  
CHAMPIONSHIPS**

*Updated: March 2021*

## **TABLE OF CONTENTS**

Duties of the Scoring Coordinator - Preliminary Activities .....	page 3
Required Computer Program .....	page 4
Scoring Procedures.....	page 4
Computer/Headset Scoring at Event .....	page 4
Score Verification at Head Table.....	page 5
Scoring Coordinator Review/Sign-off.....	page 5
Judges Score Verification Process .....	page 6
Responsibilities of the Scoring Coordinator - Site Visit.....	page 6
Responsibilities of the Scoring Coordinator - Pre-Competition.....	page 7
Responsibilities of the Scoring Coordinator - During Competition.....	page 8
Ties.....	page 9
Responsibilities of the Scoring Coordinator - Post Competition.....	page 10

## **APPENDIXES**

- A - Judges Meeting Responsibilities (tie breaking procedures)
- B - Floor Personnel Reminders

## **DUTIES OF THE SCORING COORDINATOR - PRELIMINARY ACTIVITIES**

1. Gather any information and/or changes from the NCAA Women's Gymnastics Committee's summer meeting that may affect scoring of championships. Communicate this information, if necessary, to computer programmer, Peter Gysegem, Women's Gymnastics Scorekeeper (sk@gysegem.com).
2. Meet and speak with scoring personnel inclusive of head scorer; discuss scoring procedures (computer scoring relay and hand score verification), computer equipment and supplies needed. Indicate need for filing system for judges' slips, printer on/immediately behind score table, immediate duplicating abilities. View judges room for size and location. Indicate to media coordinator the need for rotation and session results to be distributed to head table personnel, all coaches and media; judges will receive results post-championship only. Obtain contacts for Mr. Gysegem to later discuss integration of the scoreboard, website and computer for posting of the scores to the audience and the media.
3. Confirm personnel (19-39 total, including scoring coordinator):
  - Computer Programmer who has knowledge of Gymnastics Scorekeeper (Beavercreek).
  - Head scorer.
  - Assistant for head scorer/scoring coordinator (assist with organization, e.g., judges' slips).
  - Four (4) laptop computers (or headset) operators - one at each event next to chief judge.
  - Two (2) score verification persons – all seated at head administrative table-
  - Preliminary and Team Final Sessions (6 judges per event – 4 events simultaneously):
    - One (1) per event except floor with Two (2) runners (5 total) depending on placement of judge's tables.
    - Six (6) score flashers per event (24 total) – one per judge. You may decide to have judge flash their own scores. Chief judge must have a flasher (4 total).
4. Ensure needed supplies:
  - One (1) main scoring computer; one (1) backup laptop computer is highly recommended. (Or keep results of each rotation on a thumb/jump drive should main scoring computer fail.)
  - Four (4) laptop computers (preferred method to relay event scores to head table); hardwired to main scoring computer or ensure enough battery life to be active for entire competition each day **OR** six headsets (include backup sets and extra batteries; the headset for at least the operator should cover both ears).
  - *Fast* laser printer at head table with extra ink cartridge.
  - Reams of paper – white (2); pastel colors: green, yellow, pink, blue (1 each – 4 total).
  - Mouse (5) for lap top & main scoring computers; pencils (2 boxes); electric pencil sharpener; staplers (6); staples (1 box); staple removers (5); small & large paper clips (4 boxes each); colored markers: green, yellow, pink, blue; hanging file folders (20); hanging folder container/file box (2); calculators (4) scotch tape (2); scissors (2); clip boards (3).
  - Paper cutter (guillotine style) - to cut judges' slips.
  - Copier - must be easily accessible to head table and should copy, sort and staple quickly.
  - 25 score flashers units; digit panels recommended - 4 must contain 5 panels for flashing averages. The odd unit is for flashing vault numbers.

- 24 start value charts.
- 18 UTL (Up to Level) cards.

## **REQUIRED COMPUTER PROGRAM**

The computer program used at the National Collegiate Women's Gymnastics Championships is the Gymnastics Scorekeeper, developed by Peter Gysegem. This program is specifically designed to score the NCAA Championships. The features include the following:

- For meet management, the program prints hand scoring sheets, lineup validation forms for coaches to verify their lineup 1.5 hours prior to meet start time, a one-page rotation summary report, competitor list and judges' score slips (including line judges' slips) with the judge's name and number, gymnast's name, number, and school.
- To report results, the program prints results for the teams, each event, all-around, NCAA score sheets with team, individual all-around gymnasts and specialists and NCAA All-Americas for both preliminary sessions.
- Handles lineup changes and score changes due to inquiries.
- Allows for printing of single NCAA score sheet to assist in score validation, as well as score validation sheets per event and team.
- Provides complete results from preliminary afternoon and evening sessions. Ranks top two teams from each session, as well as an overall ranking across both sessions.
- Capable of using additional scores when necessary to break ties.
- Interfaces with and sends results to the facility's display scoreboard.
- Provides Internet access and updates a web page with live meet results; and
- Includes a separate program that can be used by the media (including the television crew) that provides instant, detailed results to assure timely and accurate reporting.

## **SCORING PROCEDURES**

The scoring procedures outlined below describe a double check system that is predicated on each judge placing the correct score for each gymnast on the appropriate judges' slip. It is imperative to remind the judges to take their time to ensure a correctly completed judges' slip for every gymnast.

### **A. Computer/Headset Scoring at Event:**

1. At the completion of a gymnast's routine, each judge calculates a score and writes that score on the judges' slip; scores and start values are flashed, while runners take the judges' slips to the chief judge.
2. After the chief judge receives and organizes the six judges' slips, the average score is flashed by the chief judge's score flasher. Simultaneously, the computer operator enters the scores in order (Judge 1 to Judge 6) OR the headset operator calls in the scores to the head scorer in order (J1-J6); for accuracy, ensure the head scorer repeats scores back to the headset operator.
3. When all six of the gymnast's scores are entered in the computer, the computer program will ensure automatic calculation of the average for that gymnast.

4. The computer/headset operator then staples together the 6 judges' slips for that gymnast in order (J1-J6) and places them face down on the table.
5. At the conclusion of the rotation (inclusive of all-around competitors and event specialists), the computer/headset operator takes all judges' slips to that event's Score Verification person at the head table. (\*Option: host institution could identify one person to pick up all judges slips, on all events, throughout the championship.)

B. Score Verification at Head Table:

1. When all scores have been entered for an event during each competition rotation, the head scorer prints the Score Validation sheet for that event and gives it to the scoring coordinator, indicating which team and event's score sheet has just been printed. The scoring coordinator then highlights the team name and event in the highlighter color of the pastel paper used for the judges' slips for that event. The scoring coordinator then gives that score sheet to the respective score verification person for review.
2. When the score verification person receives the judges' slips and the Score Validation sheet, he/she reviews the Score Validation sheet against the judges' slips for any errors (inclusive of incorrect scores due to misordered judges' slips or non-inclusion of neutral deductions).
3. If an error is discovered, the scoring coordinator is notified to review and make necessary corrections.
4. If no errors are found, the Score Verification person places his/her initials next to the event on that team's score sheet and gives it to the scoring coordinator for further review.
5. [Once again, the average score for each gymnast and the team event totals are calculated by the computer program.]

C. Scoring Coordinator Review/Sign-off:

1. After each score verification person completes his/her review, the scoring coordinator re-reviews the Score Validation sheet and NCAA score sheet against the judges' slips for that event/team for any errors.
2. If an error is found, the correction is made as needed.
3. If no errors are found, the scoring coordinator notifies the head scorer that all scores are correct for that event/team; the coordinator then signs off on the score sheet and files the score sheet with the judges' slips for that event in the team's file.
4. At the conclusion of each rotation and upon completion of the score sheet review process outlined above for all four events, with the scoring coordinator's approval, the head scorer prints off that rotation's score sheets.
  - Media services copies the results for distribution to the NCAA committee members, television commentators and video truck, coaches and media.
  - Ensure results are copied onto a jump/thumb drive in the event the main scoring computer fails.
5. At the conclusion of each championship session, and upon completion of the score

sheet review process outlined above, with the scoring coordinator's approval, the head scorer prints off that session's final score sheets:

- Media services copies the results (official score sheets and event placement lists) for distribution to the NCAA committee members, television commentators and video truck, coaches and media.
  - The scoring coordinator signs the two (2) official computer score sheets, inclusive of event and team results reports. One is provided to the NCAA gymnastics championships administrator (Morgan DeSpain) and one remains with the scoring coordinator.
6. Only if warranted, at the conclusion of the competition session, a judges' score verification process is conducted with the judging panels.

D. Judges Score Verification Process: (*only* if warranted)

(Six sets of score sheets are required as well as all judges' slips.) In the judge's room, the score verification person will meet with their respective event judges; the score verification person will read each judge's score for each gymnast for each team (individual all-around gymnast and individual event specialist, if included in that session) from judges' slips. While they are reading the scores from the judges' slips, the judges are double-checking against their notes and the computer score sheet. If there are no mistakes, the scoring coordinator and the meet referee sign a single set of the score sheets. If mistakes are found, a corrected computer copy will be generated for signatures. (It is helpful for communication if a committee member with a radio or cell phone is present). The scoring coordinator then signs the two (2) corrected and official computer score sheets. One is provided to the NCAA gymnastics championships administrator and one remains with the scoring coordinator.

### **RESPONSIBILITIES OF THE SCORING COORDINATOR - SITE VISIT**

The following is a check list of responsibilities for the scoring coordinator during the NCAA site visit:

- Ensure NCAA Scoring System: Gymnastics Scorekeeper – no deviations.
- Ensure the tournament director has been provided a copy of the previous year's 'National Collegiate Women's Gymnastics Championships Nationals Scoring Coordinator Manual.'
- Meet with head scorer.
- Meet with floor manager, if there is one.
- Ensure the use of 4 computer/headset operators, one at each of 4 events, determine their level of experience.
- Ensure the use of 2 score verification persons at the head table; determine their level of experience.
- Ensure person(s) to assist with collating judges' slips for each competition session.
- Investigate setup of score table and seating of scoring personnel.
- Ensure all needed supplies will be provided.
- View location of judges' room.

## **RESPONSIBILITIES OF THE SCORING COORDINATOR - PRE-COMPETITION**

### **Wednesday:**

- If invited, attend the NCAA committee meeting.
- Meet with floor manager and head scorer to recheck supplies, personnel and judges' room; create the filing system for judges' slips and NCAA score sheets.

### **Thursday:**     *Practice -*

- Attend administrative meeting. Obtain a preliminary lineup from each team's coach at the end of meeting.
- Ensure competitors' names and numbers are entered into computer scoring system, inclusive of all team members, individual all-around gymnasts and event specialists.
- Ensure judges' names and correct ratings are entered into computer scoring system.
- Have head scorer enter preliminary lineups for each team.
- Become familiar with as many head table workers as possible (announcer, etc.).
- Check workability of computers and printer as well as location of the copier.

### **Friday:**     *Before Competition -*

- Attend judges meeting (Appendix A).
- Using the Lineup Verification Form, verify each team's lineup and/or obtain lineup changes from head coaches 1.5 hours prior to competition session.
- Once team lineups are verified, have head scorer generate judges' slips using pastel colored paper: blue - vault; yellow - uneven bars; pink - balance beam and green - floor exercise.
- Have assisting personnel collate judges' slips, in competition order, for each judge at each event; paper clip (small) each team for each judge then paper clip (large) each judge's total slips for that competition session (30 minutes - two individuals). Include 8 blank judges' slips for each judge for any lineup changes.
- Print floor exercise line judges' slips (white paper); collate, paper clip (small) each team's slips then paper clip (large) each judge's total slips for each session and place on a clipboard.
- Have head scorer generate Rotation Summary; for judges (26), media (one for copying and further distribution), announcer (1), NCAA committee (8), computer/headset operators (4), plus various head table personnel (50 total).
- Have computer scorer generate NCAA score sheet for judges (28).
- If time permits, take packets of judges' slips, NCAA score sheets and rotation summaries to judges in their meeting room; otherwise, place those same items at their respective seat on the competition floor. Judges do not need to initial or sign each slip as their names are pre-printed.
- Meet with scoring verification persons 45-30 minutes prior to competition to review responsibilities. [Meet referee/floor manager will meet with flashers, runners and timers 45-30 minutes prior to competition to review responsibilities (Appendix B).]
- Ensure that all needed supplies are in place at head table and chief judge's table.

- Make any lineup changes as necessary prior to competition; notify those changes to head scorer and appropriate event computer scorer and judges.
- Have computer/headset operators check to ensure clear connection/communication with main computer (head scorer) minimum of 20 minutes prior to competition.
- Be certain EVERYONE is in place and ready before march-in.

## **RESPONSIBILITIES OF THE SCORING COORDINATOR - DURING COMPETITION**

### **Friday:** *Afternoon and Evening Sessions -*

- Assist with any problems. Ensure communication of any lineup changes to:
  - Computer/headset operators and judges at affected event.
  - Head scorer.
  - If asked to be involved with inquiries, be accessible to assist as needed.
- At the conclusion of each event during each competition rotation, the scoring coordinator takes the computer-generated Score Validation sheet printed by the head scorer, highlights the team name and event in the highlighter color of the pastel paper used for the judges' slips for that event and gives it to the respective score verification person.
- When the score verification person receives both the judges' slips and the computer-generated Score Validation sheet for that event, he/she verifies the Score Validation sheet against the judges' slips for any errors (inclusive of scores due to misordered judges' slips or non-inclusion of neutral deductions).
- If an error is discovered, the scoring coordinator is notified to review and make the necessary corrections. If no errors are found, the score verification person places his/her initials next to the event on that team's score sheet and gives it to the scoring coordinator for further review.
- The scoring coordinator then re-reviews the Score Validation sheet and the NCAA score sheet against the judges' slips for that event/team for any errors. If an error is found, the correction is made as needed.
- If no errors are found, the scoring coordinator signs off on the score sheet and files the score sheet and the judges slips for that event in the team's file.
- Inquiry - if there is a score inquiry and a score is changed, the scoring coordinator notes the change on the already verified score sheet, has the change entered into the computer scoring system, and reprints the score sheet. The new score sheet and inquiry are filed with the team materials for that event; a copy of the inquiry is given to the coach.



- Only if warranted, at the conclusion of the competition session a judges score verification process is conducted with the judging panels. (See Page 6.)
- At the conclusion of each rotation, and upon completion of the score sheet review process outlined above, with the approval of the scoring coordinator, the head scorer prints off that rotation's score sheets. Media services copies the results for distribution to the announcer, NCAA committee members, television commentators and video truck, coaches and media.
- **Ties:** At the conclusion of the two preliminary sessions, the scoring coordinator should review the final results for ties.
  - **In the two preliminary team competition sessions (Day 1), a tie for second place will be broken by counting six scores per event. If the tie still exists, the team score will be determined by using six scores per event, dropping the high and low scores and adding the four middle scores.**
- At the conclusion of each session, and upon completion of the score sheet review process outlined above, with the approval of the scoring coordinator, the head scorer prints off that session's final score sheets:
  - Media services copies the results for distribution to the NCAA committee members, television commentators and video truck, coaches and media.
  - The scoring coordinator signs the two (2) official computer score sheets, inclusive of team and event results reports; one is provided to the NCAA gymnastics championships administrator (Morgan DeSpain) and one remains with the scoring coordinator.
- At the conclusion of the evening session, provide the NCAA gymnastics championships administrator with the event and all-around rankings from the preliminary competition sessions for the awards presentation.
- At the conclusion of the evening session, provide both the NCAA and the WGCA awards representative with a listing of the NCAA award winners for each event and the all-around.
- Ensure all scoring verification materials for both sessions are filed.

**Saturday:**     *Championship Final -*

- Create new files for retention of completed scoring materials.
- Based on previous day's team lineups, verify lineups for championship final qualifying teams from head coaches 1.5 hours prior to competition. Have head scorer make lineup changes in computer scoring system as necessary, then generate judges' slips, inclusive of line judges' slips.

- As done on Friday, have assisting personnel make packets of judges' slips in competition order, for each judge at each event, inclusive of line judges' slips.
- Ensure 8 blank judges' slips are provided to each judge for lineup changes.
- Have computer scorer generate Rotation Summary for judges (26), media (one for copying and further distribution), announcer (1), NCAA committee (8), computer/headset (4) operators plus various head table personnel (50 total).
- Have computer scorer generate NCAA Score Sheet and Competitor list for judges (26).
- If time permits, take packets of judges' slips, NCAA score sheets, Competitor list and Rotation Summaries to judges in their meeting room, otherwise place at respective judges' seats on the competition floor. Judges do not need to initial or sign each slip as their names are pre-printed.
- Make any lineup changes if necessary during warm-ups; notify those changes to head scorer, judges and media.
- Be certain EVERYONE is in place and ready before march-in.
- Follow the scoring procedures outlined above to verify scores after each rotation and prior to releasing results to announcer or media. (Employ judges score verification process only if necessary.)
- **Ties in the Championship Final team competition (Day 2) will not be broken.**
- At the conclusion of the championship final session, and upon completion of the score sheet review procedures outlined above, with the approval of the scoring coordinator, the head scorer prints off that session's final score sheets:
  - NCAA media coordinator distributes results to announcer, floor manager for awards, awards coordinator and provides copies of the results to coaches, judges (inclusive of the preliminary sessions' results), media and NCAA Women's Gymnastics Committee members.
  - The scoring coordinator signs the two (2) official computer score sheets, inclusive of team and event result reports; one is provided to the NCAA gymnastics championships administrator (Morgan DeSpain) and one remains with the scoring coordinator.

### **Responsibilities of the Scoring Coordinator - Post Competition**

- Ensure tournament director saves all original score sheets and judges' slips until July 1.

- Ensure NCAA gymnastics championships manager (Morgan DeSpain) has been provided a complete set of the championships results.
- Save any notes made during competition; immediately update the National Collegiate Women's Gymnastics Championships Nationals Scoring Coordinator Manual for the following year's championship.

### MEETING WITH JUDGING PANEL

Welcome, introduction, thank you in advance and share scoring coordinator's responsibilities and an explanation of schedule of competition:

**Friday** - *Two sessions, four teams each, teams drawn into session; BOTH sessions are equal.*

- All-arounders and event specialists will compete with the teams at the end of each rotation.
- Friday determines the all-around champion and event champions, in addition to the championship teams.
- **Ties:**
  - **In the two preliminary team competition sessions (Day 1), ties for second place in each semifinal will be broken by counting six scores per event. If a tie still exists, the team score will be determined by using six scores per event, dropping the high and low scores, and adding the four middle scores.**
  - **Ties in the championship final team competition (Day 2) will not be broken.**
- Scoring by computer with ongoing score verification.
- Final score verification will be done during the preliminary and team championship competition by the scoring coordinator. If problems arise, however, the judges' verification process will take place.
- Ensure scores are written clearly on judges' slips.

**Saturday** – *Championship Final – four teams, no individual all-arounders or event specialists.*

- Results of the Friday and Saturday competition sessions will be distributed to the judges at the conclusion of this session.

#### **Rotation Summary, Competitor List and NCAA Score Sheets:**

- Received before each session for personal use.

#### **Start Values:**

- Score flash personnel or judge will handle start values as well as the flashing of the gymnast's score.

#### **Judges' Slips:**

- You do not have to initial or sign each judge's slip; your names are pre-printed.
- Make certain both competitor's name and number are correct.
- Place your score in the LARGE box. Place the SV on your slip in the event of an inquiry.
- Blank slips will be provided for lineup changes.
- Slips are color-coded by event.

#### **Chief Judges:**

- Once judges' slips are in order (Judge 1 - Judge 6), the computer/headset operator will enter (or call in) the scores.
- Line judges will have out-of-bounds slips; if used, attach to judges' slips; indicate the line violation on the chief judge's slip. Indicate any time deductions on chief judge's slip.
- Please place the gymnast's average score on your judges' slip.

**Lineup Changes:**

Those changes made before the competition or between rotations will be given to the scoring coordinator; he/she will communicate those to you and will likely provide corrected judges' slips. After the competition begins, the coach will tell the chief judge of a substitution. The chief judge will then inform the auxiliary judges and computer/headset operator. Judges may use the blank judges' slips for this lineup change. The event starts once you raise the green flag for the first competitor; after this time, the competitor may substitute but MAY NOT change the order.

**Inquiries:**

Inquiries will be copied and filed with the computer score sheets for that team/event as well as copied and given to the coach. Those not honored also will be copied, retained and shared.

**Verification:**

Verification will take place *only if necessary* after a session Friday or Saturday.

*Process* –Six sets of score sheets and all judges' slips are required.

In the judge's room, the score verification person from the head table will meet with their respective event judges; that person will read each judge's score for each gymnast for each team (individual all-around gymnast and specialist, if in that session) from the judges' slips. While they are reading from the judges' slips, judges will double-check the score against their notes and the computer score sheet. If there are no mistakes, the scoring coordinator and the meet referee sign a single set of the score sheets.

If mistakes are found, a corrected computer copy will be generated for signatures. (It is helpful for communication if a committee member with a radio is present). The scoring coordinator then signs the two (2) corrected, as well as the official, computer score sheets. One is provided to the NCAA gymnastics championships administrator (Morgan DeSpain) and one remains with the scoring coordinator.

If you have any issues, contact the meet referee or scoring coordinator.

***Thank you and good luck!!***

### MEETING WITH FLOOR PERSONNEL

Introduction and explanation of responsibilities - behave in a “neutral” fashion: no clapping, cheering, etc., no cell phones or gum chewing, and only NCAA logos visible.

#### **Runners:**

It is important to get the scores to the chief judge as quickly as possible.

#### **Flashers:**

- Get the score and start value from the judge verbally; when both are posted, put hand on top of flash pole.
- Watch chief judge: when you receive approval, flash the score – circle the digit panel SLOWLY two times for all spectators and competitors to see.
- Chief Judge Flasher-Only the average score is raised; circle SLOWLY three (3) times. (Unless electronic flashers are being used)

#### **Scoring Computer/Headset Operator:**

- Test the headset/computer connection to the head scorer/main computer before competition.
- Enter (call in) judges’ scores in order by judges’ number (J1-J6). If you have a problem reading the judges’ score on the slip, ask the chief judge.
- Check for correct name and number of gymnast.
- Ensure scores for all-arounders and individual event specialists are also entered.
- Record all time and line violations in “ND” column.
- Lineup changes – given to you by coach MUST be immediately communicated to head scorer
- Staple all six judges’ slips together (J1-J6) for each gymnast and set aside in order of competition.
- At conclusion of event rotation, and as soon as possible: bring all judges’ slips to the appropriate event score verification person at the head table.
- Any issues – signal the head scorer or scoring coordinator.

#### **Timers:**

- Test stop watches to make sure they are working properly and timer knows how to clear them.
- Explain the correct timing for bar falls, beam falls, beam length of routine and floor length of routine.
- Ensure that the timer knows what to do if the gymnast exceeds the allotted time on falls and length of routine.

#### *If necessary, process for judges verification*

- Score verification persons come to Judges Room at the end of the competition for verification of scores: read each judge’s score for the event in question from the judges’ slips while the judges check their notes.