



# British Universities Life Saving Clubs' Association

Guide to Scoring (last updated August 2011, in line with spreadsheet v11)

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## Equipment Required

- Two people ideally. Can be done with one, though more mistakes are made.
- Computer with MS Excel 2007 or later installed.
- A computer mouse that is an actual mouse not just a touch pad. Touch pads can make scoring harder work.
- Pen
- Stapler
- 2/3 copies of the draw
- Copy of the SERC mark sheet, diagrams, description of casualties and weightings
- A calculator

## Prior to competition (Competition Organiser jobs)

1. Load up the BULSCA spreadsheet sent to you by the Web Officer
2. Check the weighting on the Set Up page are correct
3. Arrange for a communication method for your scorers to relay information to your event manager or the SERC managers for queries

## During the set up for your competition

1. Ensure all IT is set up for them
2. Make sure all equipment is ready and working, macros enabled.
3. Make sure area is away from competitors but accessible. It can be nice for the scorers if they can see the competition from their location
4. Make sure the scoring area is well ventilated
5. The area should NOT be on poolside/balcony as this can be very warm and make it difficult for the scorers to concentrate
6. There should not be a breeze as this may blow the paperwork about

## Scoring the Competition

Common errors:

- ❖ Macros not enabled
- ❖ At no point do you need to unprotect any sheets.



1. Familiarise yourself with the surrounding you are working in:
  - a. Toilets
  - b. How to contact key people
  - c. Assign in your pair the role of Paper or Computer for this first Section
2. When Isolation is Closed
  - a. Open the Scorers SERC packet
  - b. On the top of the SERC sheet enter the number of judges and columns needed for each one. This will set up the spreadsheet for you. You can click the minus sign on the right to hide the set up box
  - c. Type all the relevant weightings into the spreadsheet
  - d. Try to include as much detail as possible as this helps clubs to give an effective de-brief, i.e. rather than Casualty A, it would be better to write Bleeding Head, Non-Swimmer, Asthmatic, etc.
  - e. Find out from the event organiser or from isolation which teams are not counting and indicate this on the Set Up Page. Also deleted the text for any not competing. Do not delete the row just the contents of the cell.
3. Do not panic if you start receiving Scores before number 2 is completed. File them, and deal with them later, you will catch up.
4. On receiving a set of scores:
  - a. Order the score sheets in the order of the Judges i.e. 1 to 6 (You can get the runner to do this for you. It saves a lot of time, but ask nicely and explain why)
  - b. Look on the spreadsheet as to which number that team has been assigned (number between 1 and 40, NOT the website number) and write it on the first page
  - c. Type the scores into the sheet
  - d. This is best achieved by one person stapling and looking after the papers and one person typing. The person with the paper simply calls out the number for their partner to type into the sheet
  - e. Finally place the scores in the appropriate pile of SERCs. You should be sorting them into the number order from part 4b. This makes point 5 easier to complete.
  - f. Query any scores you find difficult to read by sending it back to the SERC to have that number confirmed. It is best to do this as it can make a difference later
  - g. Keep the same person reading and the same person typing throughout.
5. The SERCs have now finished:
  - a. Swap seats, so the type and reader have swapped places
  - b. The person now at the computer goes to the WET SERC
  - c. The paperwork person now reads every mark out and they are then checked that they have been entered correctly.
    - i. You can read them relatively quickly as the person at the computer only needs to read the result and see that it is a match.

