

Appendix F

Score Recording Guidelines

Everybody wants to see the results from the shoots posted on the Association website as quickly as possible. With that in mind, you can help expedite the process by ensuring the following steps are completed before shutting down the scoring computer and when sending the data to the National Score Recorder for checking:

1. Before shutting down the computer, check for ties in all divisions down to 10th place. Shooter of the Year points are allocated up to 10th place, so while you award the top 3 positions at your shoot, the Score Recorder needs to know the results of any ties down to that 10th position. It's a good idea to begin checking this during the mid to late process of entering the scores so you're aware of any potential problems which may need a shoot off to settle final positions & points.
2. Ties need to be broken by counting back the number of 10s for both days. If the 10s don't determine the winner the 8s & 5s should. If there's still a tie the archers involved need to have a shoot off to determine the final result. If an archer isn't present or doesn't wish to shoot off, the points go to the archer who remains or is willing to shoot off. If neither archer is present, please advise the Score Recorder & the points will need to be split between the two.
3. The information on any Top Ten or novelty shoot off generated by the database is not always accurate due to changes the club may make to the lineup(s). Please include the information on these events & the winners when sending the data to the Score Recorder.
4. If an archer is claiming a 100, 200 or 300 they will have ticked the relevant box on the official score sheet. If this is ticked the 200 on a Saturday must have been shot on consecutive ranges (i.e.: 1st then 2nd range of the day or 2nd then 3rd). Please clarify with the archer if necessary & include this information when sending data.
5. When emailing the results, please include the name & contact details of the person who'll have possession of the score sheets for the week after the shoot & also the details of the person who'll have possession of the computer in the event that the data file needs to be accessed again. This is so the Score Recorder can contact one of these people if there are any queries about the data that's been provided.
6. If you have any other information which you feel may be of relevance or interest, please send it with the data to scorerecorder@3daaa.com. Shoot stories &/or photos should be sent separately to newsletter@3daaa.com.

Notes on managing the data entry

The following may make it easier for first time shoot administration people who do the scoring:

1. All score sheets must be signed – it helps to have one person checking that sheets are signed and scores on both the official and check sheets match before the archer walks away. Any oversights or problems can then be handed back to the archer who needs to have the sheet(s) rectified before being presented again. Checking takes less than a minute – locating people takes a lot longer!

2. Use two people when entering the data – one to call the names & scores & one to enter the data. This prevents the wrong score being attributed to the wrong person.
3. When a score sheet has been entered it's advisable to mark it as entered in some way (a diagonal line through it suffices) – this is an easy way to identify sheets which have been entered
4. File the score sheets in a way you'll find it easy to access the information in the event a countback is required. Some file in peg colour then alphabetical, some file in alphabetical. If a countback is required the relevant score sheets will be easy to find.
5. When the scores are about 70% entered on day two, begin the process of checking for countback situations. This makes it much easier to organise a shoot off if required & also places less load on the admin team when preparing for the shoot presentation. This also makes it easier to provide the Score Recorder with the necessary information on ties & countbacks for Shooter of the Year points. SoTY points are allocated down to 10th place, which means settling countbacks & placings at the event can be vital.