

Scoring Committee Terms of Reference

Mission

We will develop a sustainable pool of trained, competent, and confident scorers to be available for events, of all level, across Alberta.

Objectives

- To provide annual training and development opportunities in such forms as manuals, classroom or virtual classroom workshops, event shadowing, and mentorship to all potential and existing scorers as needed.
- To provide event coordinator or clubs with scorers for their events- being mindful of location and potential costs whenever possible.
- To recruit and promote advancement in scoring to ensure sustainability.
- To ensure that scorers are compensated fairly for their time, skills, and supplies, in accordance with the FA compensation schedule.

Duties of Scorers:

- Report to the committee chair with available dates from the current season's competition schedule. Note that scoring assignments are not "first come first serve". Assignments will be determined by availability, requests by organizers, and with the attempt to ensure that all wishing to be trained to score receive the opportunity to use their skills.
- Be in contact with the event organizers well in advance of the competition to get an understanding of the event and get the required information to set the comp up in the program.
- Be onsite At least 2 hours prior to Team Captain's Meeting to set up and to receive any errors, omissions, or changes to the event, officials, course, registrants, schedule, etc.
- Attend the TCM (Team Captain's Meeting) with a printout of registered athletes (by age group). Obtain confirmation by initial by each club ensuring accuracy.
- Provide input at TCM regarding the scoring program abilities and limitations if required.
- Create a FSS generated start list- print enough for each coach, official, judge, and the registration table. OR encourage everyone to take pictures of it.
- Working with the assistant, accurately and confidentially input the scores as they are received. Mentor and teach the assistant as needed with recruitment in mind.
- Print out unofficial and confidential results for the judges to confirm.
- Print official results. You can have the TD, Chief of Comp, Head Judge, and Chief of Scoring sign the copy that you will keep.
- Provide printed or digital copies of official results to the awards committee, judges, coaches, etc.
- Promptly submit the official results by email to the appropriate governing bodies. ie: FA, FC, FIS

Duties of Event Organizers:

- Contact the assigned scorer well in advance of the event to discuss expectations, event schedule, accommodations and compensation, etc.
- Provide a list of registrants with FC numbers at least 5 days prior to the event's training day(s). Providing bib numbers as soon as possible.
- Provide an area for the scorer to set up, ideally quiet and secluded.
- Provide a scoring assistant if one has not been assigned. An assistant will mean your event will run smoother and results will be compiled with better accuracy and speed. This is a great opportunity for recruiting potential scorers.
- Support the scorer's decisions that involve the scoring program abilities and limitations and their own comfort level with it. We all work better if we work together.
- Provide scoring supplies or offer compensation to the scorer if they are required to bring their own (printer, paper, ink, etc)