

## USDAA® Policies & Procedures

### Statement of Policy on Computerized Scorekeeping & Reporting Procedures

*Effective: March 1, 2010*

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#### Objectives & Background

This policy and procedures statement sets forth the policy and mandatory processes for computerized scorekeeping and reporting. The objectives of these procedures are:

1. Consistency in the scorekeeping process from event to event.
2. Efficient operation of scorekeeping and ring operations at an event.
3. Posting of scores following a round to provide competitors the opportunity to check their score for error immediately following their performance.
4. Optimum use of personnel in ring administration.
5. Maximizing the likelihood of correct scores being reported to the USDAA office.

#### Background

USDAA recognizes that, with the advent of trial secretary programs to record and track entries being readily available, a natural progression was to incorporate a scoring and validation unit to augment these programs. USDAA has developed criteria for the development of software in order to be USDAA Authorized. At the time of this release, one such software package has been authorized. This is the “Agility Trial Secretary” program, developed and marketed by Tim Verrelli. The purpose of such software is to provide a reliable and consistent platform to facilitate the efficient and accurate reporting of scores to USDAA.

In order to maintain current standards of scoring, Groups must verify they are using the latest versions of USDAA Authorized software. (For the Agility Trial Secretary software, version 2.23 or higher is required.) This policy statement will be revised as other packages become officially authorized or new versions are released that may require additional disclosure for updates in features affected by changes in the rules and regulations.

#### Limitations

USDAA recognizes that, in some instances, due to the number of available computers, availability of peripheral hardware, ability to connect hardware in a local network, site limitations including power supply locations, weather conditions, or other risk factors that arise, the location of the computer for scoring may vary.

*Should factors be so limiting such that provisions of this policy statement cannot be met, the Group shall implement manual procedures as outlined in the Policy Statement on Scorekeeping published September 30, 1996, which may be found on USDAA.com in the Forms & Documents Library.*

#### The Requirements

**Before the event**, the test secretary should download the latest updates to the software, if any, to assure they are operating with the latest version prior to completing all paperwork in preparation for the event (i.e., check-in sheets, scribe sheets, running order lists, etc.)

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**Before each class begins**, the judge is responsible for entering the scoring criteria for the class into the computer program. (The required information is the same that is currently provided on the top of the manual ERB forms published by USDAA. For example, standard course distances and times, course configurations and point systems). The judge will then “lock” this information before scoring begins.

### **The Scoring Process**

*The Scorekeeper must be positioned ringside at each performance ring to tally the scribe sheet and post or display the score immediately following each round.* This location ringside provides accessibility and efficiency in communications between the judge, scribe, timer and competitors, all of whom form an “operational team”, as well as providing quick access by the competitor to query the judge in a timely manner should their score be questioned.

The scribe and timer should confirm with the judge where they should be positioned in proximity to the scorekeeper ringside to provide good communication and accessibility among each other. The Scribe shall mark the scribe sheet as instructed for the class, including the time supplied by the Timer, unless provision has been made for these two components to be reported separately to the Scorekeeper. The scribe sheet (and time slip, if separately provided) is given to the Scorekeeper who shall tally the score and immediately post for competitor review ringside.

### Posting Scores Ringside

For posting, Groups have the option to use –

- (1) Accumulator Score Sheets, which are designed for posting scores in “score order” or ranking, providing a quick assessment of qualifiers and leaders in the class as the class progresses,
- (2) Ringside Scoring Forms or sheets (RSF) which are designed for posting scores in “running order”, providing a competitor the opportunity to quickly locate their own score ringside. The forms are printed from the Trial Secretary Program (version 2.24 or later) and will list the dogs that are running in each class. Columns are left blank for the dog’s score and time to be entered after the scribe sheet is tallied. Blank forms may also be made.
- (3) A computer monitor that competitors can readily access ringside that continuously displays scores for the class. (This monitor should be an extension monitor to the computer being used for data entry in order to assure unimpeded access.) This can be slower than use of manual sheets as the score can be posted manually faster than input into the computer once the scribe sheet is tallied.

No one method is recommended over the other, and each is seen as having its advantages and disadvantages.

The RSF sheets can be printed prior to the show or at the show after the judge has entered the class information into the computer. The score reported on these forms are deemed unofficial as the final Event Results Booklet pages are the official record of scores at the show to be reported to USDAA. To avoid confusion, it is recommended that if used, the RSF be printed on a different color paper than the ERB sheets, as they appear similar in design.

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There are three basic configurations to consider when applying this policy. The first step in all three configurations requires that –

The Scorekeeper tallies the scribe sheet to determine the score.  
Then,

1. Computer set up at ring side with an extension monitor to display real-time scores for competitor viewing.
  - a. Scorekeeper enters the time and calculated score from the scribe sheet into the respective (“Expected”) score boxes in the scoring program.
  - b. Scorekeeper enters the components of the score (i.e., time and the number of faults or points) into the program. If the scores and time do not match the Expected score, a warning flag is issued and the scribe sheet must be reviewed for resolution of the discrepancy before the next dog is scored.
  - c. Preliminary Results are displayed and updated on the monitor so the competitor can review the score and make timely query of the judge should there be any questions.

OR

2. Computer set up at ring side without a monitor for competitor viewing.
  - a. Scorekeeper posts the scribe sheet time and score ringside on the traditional Accumulator/Score Summary sheets *or* the new USDAA Ringside Scoring Form so the competitor can review their score for that particular class and make timely query of the judge should there be any questions.
  - b. Scorekeeper enters the time and calculated scores from the scribe sheet into the respective (“Expected”) score boxes in the scoring program.
  - c. Scorekeeper enters the components time and the number of faults or point scores into the program. If the scores and time do not match a warning flag is issued and the scribe sheet must be reviewed for accuracy so the different scores can be quickly resolved before the next dog is scored.
  - d. Should an error be discovered on the scribe sheet, the ringside posting of the score should be corrected as soon as practicable.

OR

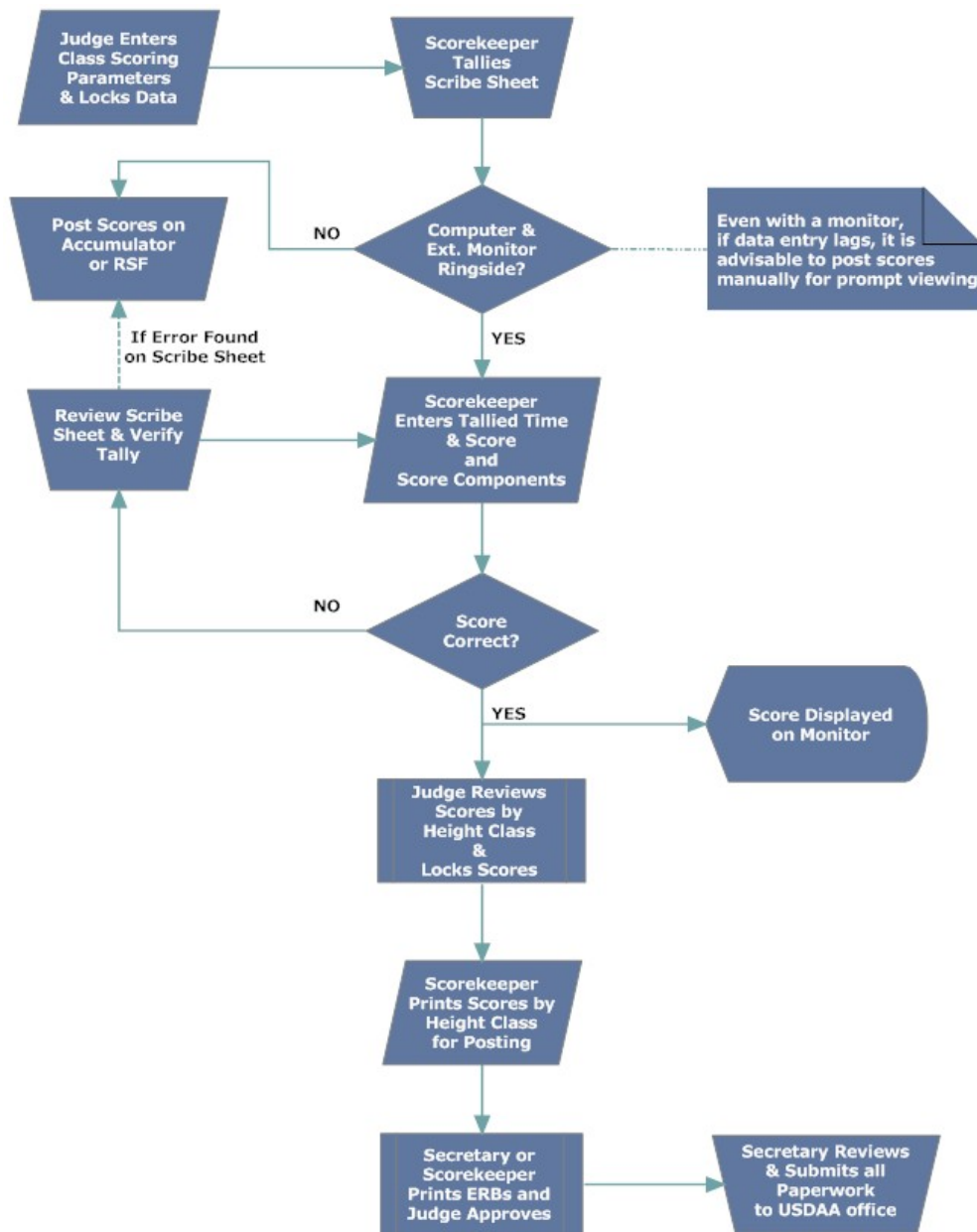
3. Computer set up at a remote or centralized location within show site.
    - a. Scorekeeper posts the scribe sheet time and score ringside on the traditional Accumulator/Score Summary sheets *or* the new USDAA Ringside Scoring Form so the competitor can review their score for that particular class and make timely query of the judge should there be any questions.
    - b. After posting, scribe sheets are taken to the remote computer location where a Scorekeeper enters the time and calculated scores from the values on the scribe sheet into the respective (“Expected”) score boxes in the scoring program.
    - c. Remote Scorekeeper enters the time and the number of faults or point scores into the program. If the score and time do not match, a warning flag is issued and the scribe sheet must be reviewed for accuracy so the different scores can be quickly resolved before the next dog is scored.
    - d. Should an error be discovered on the scribe sheet, the ringside posting of the score should be corrected as soon as practicable.
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Under any option, the scorekeeper should print the final results for each jump height class for posting for competitor review (ringside or in a central scoring location).

Finally, at the end of the class the scorekeeper prints the final Event Results Booklet (ERB) which the judge reviews and approves. Any errors found during the review by the judge are corrected and the results reprinted. The judge then locks the class.

Note. If, after the class is locked by the judge, or is timed-out by the program, an error is discovered by an competitor, the file is unlocked by the judge and the correction made. *Scores may not be corrected unless approved by the judge.*

**General Process Flow**



### Judge's Responsibilities in the Scorekeeping and Reporting Process

The judge plays an integral part in the scorekeeping process by judging each round; however, their responsibility extends far beyond that. At each show where computer scoring is to be used, the first entry a judge and test secretary make are to assign passwords that are required to secure the class criteria data fields and the results for each class. This ability of the judge and/or event secretary to lock and unlock the class is fundamental to preserving the integrity of the results. Each time a class is locked or unlocked this action is time stamped into an Audit Report.

The judge's responsibilities are to:

1. Measure the course distance and establish standard course times, when applicable, or otherwise set course performance times.
2. Record vital judging criteria and components, which includes course distances and times, point accumulation times, course configurations, and gamble descriptions, on the ERB's and/or computer and to secure that information prior to the start of a class.
3. Verify that all members of their ring staff are briefed as to their tasks and position in the ring to facilitate smooth operations.
4. Ensure that the scorekeepers understand the scoring criteria for the class.
5. Be responsive to questions on scores from competitors and resolve these in a timely manner.

When the class is completed, the judge is responsible for reviewing the scores. Ideally, the scribe sheets will be ordered in ranking order, and the judge may compare competitor name and score to the scores recorded on the ERBs. Once the judge is satisfied that the scores are correct the class file should be locked and the final ERB class sheets printed. If not bearing the judge's electronic signature, the judge should sign each page manually.

This judge's review process should not take more than two or three minutes if approached logically and reviewed with the scorekeeper immediately following the class. Should errors be noted, expansion of the review may be warranted. *A judge must place priority on this task as an important part of their assignment responsibilities.*

IN FULFILLMENT OF THESE REQUIREMENTS, HOST GROUPS MUST RECOGNIZE THAT THE PROCESS SET FORTH IN THIS STATEMENT TAKES INTO ACCOUNT IMPORTANT CHECKS AND BALANCES REQUIRED TO MINIMIZE CHANCE OF ERROR IN THE RECORDING OF SCORES FROM START TO FINISH (I.E., FROM COMPETITOR'S RUN TO RECORDING ON THE USDAA RECORDS). NO DEVIATION FROM THIS PROCESS IS PERMISSABLE, AS ANY DEVIATION SERVES TO UNDERMINE THE ACCURACY AND INTEGRITY OF THIS SYSTEM.

FURTHER, NO SUBSTITUTE FORMS SHALL BE USED WITHOUT THE EXPRESS WRITTEN CONSENT OF USDAA. FORMS HAVE BEEN DESIGNED TO FACILITATE ADMINISTRATIVE REVIEW AND RECORDING IN THE MOST EFFICIENT MEAN POSSIBLE.

***SPECIAL NOTE: When computerized scoring is used, it is strongly recommended that a complete set of forms (i.e., ERBs, Accumulators and/or Posting Forms) for all classes be on hand in case of power outages, computer failure, or other problems.***

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