

NSC Chief Scorer's Guide



NEPEAN SAILING CLUB

Chief Scorer's Guide

1. Summary of Responsibilities	2
2. Recruiting Scorers.....	2
3. Annual Training Session.....	3
4. Annual Setup of Server Directories and Files.....	3
5. Annual Selection of Sailwave Version	3
6. Annual Setup of Sailwave Files	3
7. Uploading Results to PHRF-LO at the end of the Season	4
8. Odds and Ends	5

1. Summary of Responsibilities

The chief scorer is responsible for ensuring that all NSC-operated races are promptly and properly scored, including regular evening and weekend events described in the Sailing Instructions, but not regattas such as NOD. Specific responsibilities include:

- Recruiting scorers and backup scorers.
- Ensuring all scorers are using the same version of Sailwave, and know how to use it.
- Working with the person in charge of registrations to ensure input data is clean and complete at the start of the season, and as updates are made through the season.
- Setting up the Sailwave files at the start of the season, and then providing updates for the subsequent series (summer, fall and frostbite).
 - Tasks involving the Sailwave files are required for keelboat series, but not the skiff or dinghy series, which are managed by their respective scorers.
- Managing the scoring pages of the web site.
- Working with the scoring inquiries coordinator to resolve scoring inquiries and ensure that results are updated as needed.
- Periodically checking posted results for mistakes and following up as needed.
- Filling in to score a race when needed.
- Uploading results to PHRF-LO at the end of the season.

2. Recruiting Scorers

BYC is responsible for scoring the PHRF division 1-2 and one-design races, but NSC has to provide scorers for the other series. Most of the time, the scorers from the previous season are willing to continue, but periodically you will need to find a replacement. The best people to ask are the ones who race the most often in the given series, and who aren't already filling another significant volunteer role at NSC. Once you have a full slate of main scorers, you should recruit some backups, especially for JAM and PHRF div 3. The better supplied you are with backups, the less often you'll have to fill in and score a race yourself!

3. Annual Training Session

A training session is needed whenever there are new scorers or backups, and the usual practice is to make it a public invitation. This lets you know who might be interested in scoring, so be sure to have a sign-up sheet at the training session. Some years we hold a training session even when no new scorers are needed, but that's obviously less crucial.

4. Annual Setup of Server Directories and Files

Before racing begins every season, it's important to set up the folders that will contain race results for the coming season. The raw results are HTML files generated by Sailwave, but all the other pages are managed in WordPress. So proceed as follows:

1. Ensure you are familiar with the directory structure and WordPress pages.
2. Log into WordPress and navigate to the main results page.
3. Add last season to the list of previous years at the top and test the change.
4. For each WordPress results page from the previous year, create a copy for this year.
5. Update the main results page in WordPress to link to the new pages.
6. Using an FTP program such as FileZilla, copy dummy "no results" HTML files to all the new results pages.
7. Thoroughly test the updated pages.

When the new year is all set up, it is also a good idea to create the directory structure for the next year, and populate it with dummy HTML pages, to save work the next time.

5. Annual Selection of Sailwave Version

At the start of each season, we usually upgrade to the latest official Sailwave version. Run a few tests to make sure it looks okay, then send a note out to the scorers, and update the PC at the club. It's important to ensure that everyone is using the same version, since we have run into version compatibility issues in the past.

6. Annual Setup of Sailwave Files

Not all the series begin at the same time, so some can be deferred. Normally you can start with the PHRF, JAM and one-design series, and add the women's and long-distance series later. The process

NSC Chief Scorer's Guide

to setup the Sailwave files is quite straightforward, since the registration spreadsheet contains a VBScript macro that extracts the required data. Once you have a CSV file of competitors to import, you can either copy a previous Sailwave file or start with a new one. The following instructions assume you're starting fresh, since you should double-check the specified fields in either case. Here are the steps to follow:

1. Create a new Sailwave file.
2. Import the competitors CSV file.
3. Edit the races, and ensure the dates and start times are correct.
4. Edit the scoring system, including TOT values and scoring codes (e.g. add RCN code).
5. Edit the series properties, including series name etc.
6. View / Show Results As / Scored Points

7. Uploading Results to PHRF-LO at the end of the Season

It is important to update results to PHRF-LO at the end of the season, so our data is reflected in the handicaps. Britannia takes care of the PHRF division 1 and 2 results, so NSC only provides the JAM and PHRF division 3 results. We could also provide data for the women's series, Frostbite and long-distance racing, but we typically do not, since those series are not as representative as the PHRF and JAM series.

The PHRF-LO web site contains an upload link, which is currently accessible by clicking **Races & Analysis** and then clicking **Club Race Results**, following by the bottom link here:

MAIN MENU

- Home
- About Us
- Calendar
- FAQs
- Forum
- Handicappers Manual
- Information
- Links
- Meetings
- News
- **Races & Analysis**
 - Race Analysis Reports
 - Race Results Status
- Time on Time

Club Race Results

Information about how to send in your results and whether the PHRF-LO office has received your results.

Title Filter Display #

#	Article Title	Hits
1	Race Course Synopsis	2763
2	Race Results Primer	3193
3	Quickscore - Export CSV & Import Competitors	377
4	Quickscore - Export Results for PHRF-LO	588
5	Sailwave - Export CSV & Import Competitors	685
6	Sailwave - Export Results for PHRF-LO	848

NSC Chief Scorer's Guide

Clicking "Sailwave - Export Results for PHRF-LO" leads to a conversion/upload page, currently at <http://phrf-lo.appspot.com/sailwave.html>. That page allows you to upload the Sailwave files, convert them to CSV, and either send the CSV files directly to PHRF-LO or download them to be e-mailed. If the "send direct" function does not work, just download the CSV files and e-mail them to admin@phrf-lo.org.

8. Odds and Ends

Other things the chief scorer should pay attention to are:

- Reviewing and correcting posted results. There are always mistakes made through the season, ranging from minor (e.g. incorrect dates or race numbers) to serious (e.g. scoring a boat as NR after they've clearly been registered).
- Setting up Sailwave files for the summer, fall or frostbite series. Some scorers can take care of setting up their own Sailwave files, but newer scorers often need some help.
- Assisting with scoring inquiries. This process is run by the scoring inquiry co-ordinator, but the chief scorer is often asked to help sort things out.