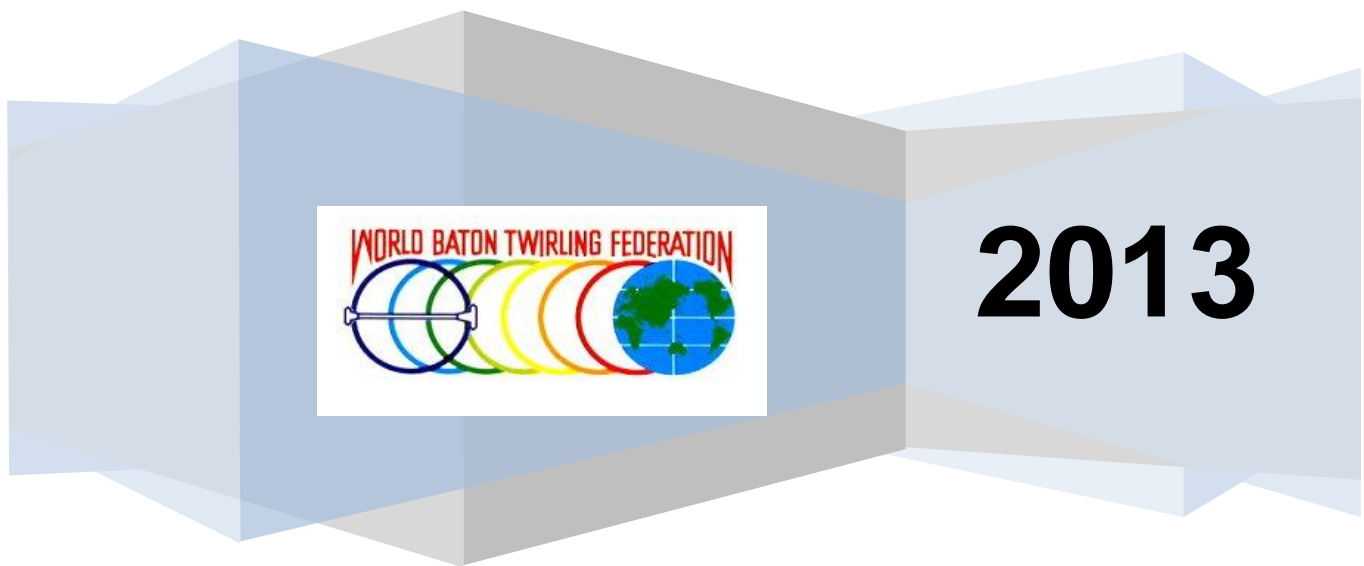


**WORLD BATON TWIRLING  
FEDERATION**

**WBTF  
TABULATION  
PROCEDURES FOR  
WORLD  
CHAMPIONSHIPS**



# WBTF TABULATION PROCEDURES

- 1.0 **TABULATION:** Tabulation is a critical area of the contest operation. The reliability of the system of tabulation, as well as the tabulating team itself, is crucial to the success of the competition. Speed and efficiency with minimal chance of error are the necessary ingredients for the process and methods that are used in determining the results of the World Championships. Complete accuracy is the primary concern. Everyone must have complete confidence in the system and in the users of that system so that there is never any cause to doubt the accuracy of the results.

The effectiveness of the various systems described herein has been established through many years of testing and use by the WBTF.

The title of "tabulation" refers to a group of people in charge of computing the results of the competition, either manually or through the use of a computer.

## 1.1 **PRIOR TO BEGINNING OF THE COMPULSORY COMPETITION:**

- 1.1.1 The tabulators will meet together, along with the Competition Director, to go over score sheets, rules and procedures and to make assignments of work.
- 1.1.2 The tabulators will "set up" the tabulation area and check all equipment to see that it is working correctly, enough paper, etc. (adding machines and/or computers, printers, copiers).
- 1.1.3 Tabulators will prepare all necessary compulsory paperwork: the tabulation tally sheets, the compulsory score sheets, the compulsory judges masters and compulsory recap sheets by:
- 1) filling in names according to contestants' order of performance previously drawn in the Technical Advisors meeting, either by manual drawing or by a computer generated random draw.
  - 2) arranging in folders for each judge: athletes' score sheets, judges masters, etc. in order of performance

***POLICY - if an individual athlete, pair or team withdraws from the semi-finals/finals due to medical/emergency situation, his/her name should be included on the Official Results sheet for the round from which he/she withdrew, with the notation "Withdrawn Due to Medical/Emergency Reasons".***  
***POLICY - In the event of an individual athlete, pair or team being disqualified, the name will appear on the Official Results sheet with the notation "Disqualified".***

**The following step-by-step procedure must be used for manual tabulation procedure. If the competition is being tabulated by computer program, the program has been configured to follow the same policies and procedures herein:**

## 1.2 **COMPULSORY COMPETITION TABULATION PROCEDURE:**

Protection against error for tabulating the compulsory moves is based on the duplicate score sheet system (***unless tabulation is done by computer***). The following step-by-step procedure must be used:

- 1.2.1 Upon receiving the completed Compulsory Score Sheets from each judge, tabulation examines the sheets for completeness, i.e.
- (1) Sheets signed
  - (2) All blanks filled in
  - (3) Corrections initialed
  - (4) Unit scores in whole or tenths and none higher than a 10.0
  - (5) All copies distinct and complete

If any of these details are missing or incorrectly done, the original and copy must be sent back to the particular judge for correction and initialing.

The completed score sheets are then recorded and computed.

### 1.2.2 **COMPULSORY COMPUTATION PROCEDURE:**

- (1) Record the compulsory scores for each athlete on a Compulsory Tally Sheet for that athlete.
- (2) \*Cross out the highest and the lowest score for each compulsory move on the Compulsory Tally Sheet.
- (3) \*Compute the scores for each compulsory move, disregarding the highest and lowest that have been crossed out, and record the total score for each compulsory move in the Total Column.
- (4) Add the 8 compulsories total scores in the Total Column and record this sum at the bottom of the Total Column.
- (5) Divide this sum by the number of judges minus 2 (high and low) to get the Judges Average Score and record this score in the indicated space.
- (6) Divide the Judges Average Score by 8 (number of compulsory moves) to get the Judges Average Compulsory Score and record this score in the indicated space.
- (7) Multiply the Average Compulsory Score by the conversion factor (2.5) to get the Compulsory Percentage Score and record this score in the indicated space. (This is done to equate the compulsory score to 25%).
- (8) Always use 4 decimal places on each computation (4 digits to the right of the decimal point).  
This 4th decimal will be computed as follows:
  - a. if the 5th decimal is 0, the 4th decimal remains
  - b. if the 5th decimal is 1-4, the 4th decimal remains
  - c. if the 5th decimal is 5-9, the 4th decimal will be added by 1  
(For example: 2.33585 would become 2.3359)
- (9) **Any Compulsory penalties are then subtracted to get the Net Compulsory Percentage Score**

**\* POLICY - If there are 5 or more judges on the WBTF Judges' Panel, the high and low scores are thrown out. If there are 4 or less judges on the WBTF Judges' Panel, the high and low scores remain to be counted in the total. (Approved August 13, 1997)**

- 1.2.3 Tabulation either records manually or computer generates the athlete's Net Compulsory Percentage Score on the Preliminary Recap Sheet for Soloists.

1.2.4 After the scores on the Original Compulsory Summary Sheet have been verified by tabulation, the Chief Tabulator places the Original Compulsory Summary Sheet in the WBTF Headquarters Permanent Record File. *(for manual tabulation)*

1.2.5 **REPRODUCTION OF COMPULSORY RESULTS**

Folder for:	Compulsory Tally Sheet	Compulsory Score Sheet	Compulsory Summary Sheet	Compulsory Recap Sheet	Order of Appearance for Preliminary Freestyle
▪ Each Judge in the Division	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ Technical Advisor of each Country	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ WBTF Technical Chair	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ WBTF Judges Chair	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ World Competition Director	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ The Chief Tabulator	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ WBTF President	N/A	N/A	1 Copy	1 Copy	1 Copy

1.2.6 This process is repeated for each division.

- The Technical Advisor **and each judge in the division** for each country will receive a Compulsory Recap Sheet, a Compulsory Summary sheet of the scores for **all athletes**, and the Order of Appearance for the Preliminary Freestyle Round. **The compulsory summary sheet to show scores for all judges for compulsory competition.**
- There will be a designated area for Technical Advisors **and judges of the division** or their appointed representative to pick up and sign for the results.

1.2.7 **POSTING THE COMPULSORY SCORES:**

- A copy of the Compulsory Recap Sheet and Order of Appearance for the Preliminary Freestyle Round must be posted in a designated viewing area.
- The names are to be arranged in the order of placing (highest to lowest score).
- The Compulsory Recap Sheet and Order of Appearance for the Preliminary Freestyle Round will also be posted on the WBTF website within a reasonable time frame following the day's competition.

### 1.2.8 **PENALTIES**

The Computer Tabulation Program automatically deducts any penalties from round to round. If manual tabulation is used, please see the Official WBTF Penalty Sheet at the end of the tabulation section to reference any penalties deducted.

### 1.29 **SHORT PROGRAM COMPUTATION PROCEDURE:**

1. Compute the scores for each required element move, (\* disregarding the highest and lowest that have been crossed out if 5 or more judges are used) and record the total score for each required element in the Total Column.
2. Divide the sum of the Required Element Score by the number of judges – (minus the 2 high and low scores if 5 or more judges are used) to get the Judges Average Required Element Score and record this score in the indicated space.
3. Compute the composition & performance scores, (\* disregarding the highest and lowest that have been crossed out if 5 or more judges are used), and record the total score in the Total Column.
4. Add the Average Required Element Score and Average Composition + Performance Score together to get the Total component score and then divide by 10 to get the Total Average Short Program Score and record this score in the indicated space.
5. Multiply the Total Average Short Program Score by 2.5 to get the Short Program Percentage Score. (This is done to equate 25% of the score.)

*\* **POLICY** - If there are 5 or more judges on a WBTF Judges' Panel, the high and low scores are thrown out. If there are 4 or less judges on the WBTF Judges' Panel, the high and low scores remain to be counted in the total.*

The rest of the procedure for Short Program is the same as outlined for compulsories under 1.23, 1.24, 1.25, 1.26, 1.27 and 1.28

### 1.3.0 **SEEDING:**

After compulsories or short program, athletes will be re-seeded in groups by placement. A drawing will be conducted by the Chief Tabulator and WBTF Technical Chair or by a computer generated random draw. The official procedure for the drawing is as follows:

- a. For Manual Seeding: Names are placed in one container; numbers in a second container. Two different people draw simultaneously, one for names, one for numbers.
- b. For Computer generated seeding the software program will do a random draw.
- c. Following the drawing, tabulation will create the order of appearance sheet for the Preliminary Round of Free Style. This will be posted in the designated viewing area.
- d. Tabulation will also prepare the Preliminary Round of Free Style Order of Appearance.

### 1.3.1 **SEEDING PROCEDURE:**

#### 1.3.2 **Preliminary Round**

- (1) To determine placement for seeding – use the Net Compulsory Percentage Score or Net Short Program Percentage Score.
- (2) The placements are then sub-divided into 3 equal groups. (e.g. 15=5,5,5) OR when there is an unequal number in the sub-groups (e.g. 20=6,7,7) the top seed group is the group that will use the lesser number.
- (3) A random draw within each sub-group will determine order of performance.
- (4) The lowest placed sub-group will perform first.

#### 1.3.3 **Semi-Finals**

- (1) To determine the placement for seeding use the Net Compulsory Percentage Score OR the Net Short Program Percentage Score plus 1<sup>st</sup> round Net Freestyle percentage score.
- (2) Steps 2 repeat process for Preliminary Round
- (3) A random draw within each sub-group will determine order of performance in Semi-Finals and will be in reverse of placement within each sub-group.
- (4) The lowest placed sub-group will perform first.

#### 1.3.4 **Finals**

- (1) To determine the placement for seeding – use the Net Compulsory Percentage Score OR the Net Short Program Percentage Score plus 2<sup>nd</sup> round Net Freestyle percentage score.
- (2) Order of performance in Finals will be in reverse of placement as calculated above.

### 1.3.5 **NUMBER OF ROUNDS/NUMBER OF ATHLETES TO ADVANCE TO NEXT ROUND** - Updated August 2008

- **0 - 15 competitors:** there will be two rounds of competition (NO semi-final round); the top 6 athletes from the preliminary round will advance to the final round
- **16 to 30 competitors:** there will be three rounds of competition (a semi-final round will take place); the top 12 athletes from the preliminary round will advance to the semi-final round; the top 6 athletes from the semi-final round will advance to the final round
- **31 to 45 competitors:** there will be three rounds of competition (a semi-final round will take place); the top 20 athletes from the preliminary round will advance to the semi-final round; the top 10 athletes from the semi-final round will advance to the final round
- **46 to 60 competitors:** there will be three rounds of competition (a semi-final round will take place); the top 30 athletes from the preliminary round will advance to the semi-final round; the top 10 athletes from the semi-final round will advance to the final round
- **61 to 75 competitors:** there will be three rounds of competition (a semi-final round will take place); the top 35 athletes from the preliminary round will advance to the semi-final round; the top 10 athletes from the semi-final round will advance to the final round

## 1.4 **FREE STYLE COMPETITION TABULATION**

The safeguard in the method of tabulation for Free Style Competition lies in the duplicate tabulation system (***unless tabulation is done by computer***). The following step-by-step procedure must be used:

- 1.4.1 Tabulation will record each judge's score for Technical Merit and for Artistic Expression separately on a Free Style Tally Sheet.

A score sheet for free style will be used to help verify the judges' scores. Scores must be double checked for accuracy.

- 1.4.2 Upon receiving the completed Free Style Score Sheet from each judge, tabulation examines the sheets for completeness, i.e.

- (1) Sheets signed
- (2) All blanks filled in
- (3) Corrections initialled
- (4) Unit scores in whole or tenths and none higher than a 10.0
- (5) All copies distinct and complete

If any of these details are missing or incorrectly done, the original and copy must be sent back to that particular judge for correction and initialing.

### 1.4.3 **FREE STYLE TABULATION PROCESS:**

- 1) The completed free style score sheets are then recorded and computed.
- 2) \* Cross out the highest and lowest score for Technical Merit and for Artistic Expression.
- 3) \*Compute the total for that contestant for Technical Merit and Artistic Expression, disregarding the highest and lowest scores that have been crossed out, and record the total scores in the Total Column. Always use 4 decimal places on each computation (4 digits to the right of the decimal point). This 4th decimal will be computed as follows:(see 1.2.2, # 8)
- 4) Add the total for Technical Merit and for Artistic Expression to get the Total Free Style and record this sum in the indicated space.
- 5) Divide the total by the number of judges minus 2 (high and low) to get the judges Average Freestyle Score and record this score in the indicated column.
- 6) Multiply the Average Score by the conversion factor (3.75) to get the Free Style Percentage Score and record this score in the indicated column. (This is done to equate the Free Style score to 75%).
- 7) All Freestyle Penalties are then subtracted from to get the Net Freestyle Percentage Score

**\* POLICY - If there are 5 or more judges on the WBTF Judges' Panel, the high and low scores are thrown out. If there are 4 or less judges on the WBTF Judges' Panel, the high and low scores remain to be counted in the total. (Approved August 13, 1997)**

- 1.4.4 Regarding Manual Tabulation Procedure: After tabulation has completed the Net Free Style Percentage Score, they should double check these scores. These scores must agree to the same ten thousandth of a point (whole numbers and 4 decimal places).

- 1.4.5 Tabulation either records manually or computer generates the athlete's Net Free Style Percentage Score on the Free Style Preliminary Recap Sheet for Soloists.

- 1.4.6 Tabulation either manually adds or computer generates the athlete's [Net Compulsory Percentage Score OR Net Short Program Percentage Score](#) and the [Net Free Style Percentage Score](#) for that athlete and records the sum of these scores in the [Total Column](#) on the [Free Style Preliminary Recap Sheet for Soloists](#).
- 1.4.7 After Tabulation has computed the Total Score for that athlete, they should cross check and compare these scores. These scores must agree to the same ten thousandth of a point.
- 1.4.8 This process is repeated for each athlete in the division.
- 1.4.9 When the last athlete's scores have been computed and recorded on both the Preliminary Free Style Tally Sheet, the Free Style Preliminary Summary and Recap Sheets, Tabulation either manually computes or computer generates the placement of each athlete, starting with the highest numerical score in the Total Column of the Free Style Preliminary Recap Sheet being first place and proceeding to last place in descending order. The places are to be clearly marked in the Place Column from first to last place. Tabulation must check for accuracy after completion of the placement markings.

1.4.10 **VERIFICATION OF RESULTS**

In the event that there is a discrepancy between the judge's scores and the tabulator's scores, the Competition Director will be immediately notified. The Competition Director will then consult with the judge in question and the judge will be bound by the score that is written on his/her judges master.

- 1.4.11 After the scores on the Free Style Preliminary Summary Sheet have been verified by tabulation, the Chief Tabulator places the original of the Free Style Preliminary Summary Sheet in the WBTF Headquarters Permanent Record File. *(for manual tabulation)*

1.5 **REPRODUCTION OF FREE STYLE PRELIMINARY RESULTS**

Folder for:	Preliminary Free Style Tally Sheet	Preliminary Free Style Score Sheet	Preliminary Timing/Penalty Sheet	Preliminary Free Style Summary Sheet	Preliminary Free Style Recap Sheet	Order of Appearance for Semi Finals or Finals
▪ Each Judge in the Division	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ Technical Advisor of each Country	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ WBTF Technical Chair	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ WBTF Judges Chair	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ World Competition Director	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ The Chief Tabulator	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ The WBTF President	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy



- 1.5.1 This process is repeated for each division.,
- The Technical Advisor for each country **and each judge in the division** will receive a Preliminary Free Style Recap Sheet, a Preliminary Free Style Summary Sheet of the scores for **all athletes**, and the Order of Appearance Drawing Sheet for the next round of Freestyle (Semi-Final or Final.)
  - There will be a designated area for Technical Advisors **and the judges of the division** or their appointed representative to pick up and sign for the results.
  - The Preliminary Freestyle Recap Sheet and Order of Appearance for the Semi-Final or Final Freestyle Round will also be posted on the WBTF website within a Reasonable time frame following the day's competition.
- 1.6.0 **ORDER OF APPEARANCE FOR THE SEMI-FINAL FREE STYLE ROUND**  
***(see 1.3.3 - Seeding)***
- 1) Tabulation will manually record or computer generate the names of the athletes in the proper order on the Order of Appearance form and fill in the proper division.
  - 2) The original of this form will be given to the Announcer, a copy given to the Sound Technician, and second copy will be used by tabulation to prepare the recap sheets for the Final Free Style Competition if tabulation is being done by manual process.
- 1.6.1 Steps 1.4.0 through 1.4.11 are repeated for the Semi-Final Free Style Competition with the Semi-Final Free Style Tally Sheets, Score Sheets, Timing/Penalty Sheet and Summary & Recap Sheet substituted for the Preliminary Sheets.
- 1.6.2 Tabulation will transfer the [Net Compulsory Percentage Score OR Net Short Program percentage Score](#) from the [Preliminary Recap Sheet](#) to the [Semi-Final Recap Sheet](#) for each Semi-Finalist, either manually or by a computer generated program.
- 1.6.3 Tabulation will also fill in the semi-finalists' names in the proper order in the indicated spaces on a Judges Semi-Final Free Style Master and make one copy for each judge for that division, either manually or by a computer generated program.
- 1.6.4 These procedures are repeated for each division.
- 1.6.5 Tabulation adds the [Net Compulsory Percentage Score OR the Net Short Program Percentage Score](#) and the [Net Semi-Final Free Style Percentage Score](#) for that athlete and records the sum of these scores in the Total Column. After Tabulation has computed the Total Score for that athlete, they should cross check and compare these scores. These scores must agree to the same ten thousandth of a point.
- 1.6.6 This process is repeated for each contestant in the division.
- 1.6.7 When the last athlete's scores have been computed and recorded on both the Semi-Final Free Style Tally Sheet and the Free Style Semi-Final Summary & Recap Sheets. Tabulation either manually computes or computer generates the placement of each athlete, starting with the highest numerical score in the Total Column of the Free Style Semi-final Recap Sheet being first place and proceeding to last place in descending order. The places are to be clearly marked in the Place Column from first to last place. Tabulation must check for accuracy after completion of the placement markings.

## 1.7 VERIFICATION OF RESULTS

In the event that there is a discrepancy between the judge's scores and the tabulator's scores, the Competition Director will be immediately notified. The Competition Director will then consult with the judge in question and the judge will be bound by the score that is written on his/her judges master.

- 1.7.1 After the scores on the Free Style Semi-Final Summary Sheet have been verified by tabulation, the Chief Tabulator places the original of the Free Style Semi-Final Summary Sheet in the WBTF Headquarters Permanent Record File.

## 1.8 REPRODUCTION OF FREE STYLE SEMI-FINAL RESULTS

Folder for:	Semi-Final Free Style Tally Sheet	Semi-Final Free Style Score Sheet	Semi-Final Timing/Penalty Sheet	Semi-Final Free Style Summary Sheet	Semi-Final Free Style Recap Sheet	Order of Appearance for Semi Finals or Finals
▪ Each Judge in the Division	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ Technical Advisor of each Country	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ WBTF Technical Chair	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ WBTF Judges Chair	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ World Competition Director	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ The Chief Tabulator	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ The WBTF President	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy

This process is repeated for each division.

- The Technical Advisor **and each judge in the division** for each country will receive a Semi-Final Free Style Recap Sheet, a Semi-Final Free Style Summary Sheet of the scores for **all athletes**, and Order of Appearance Sheet for the Finals.
- There will be a designated area for Technical Advisors **and the judges of the division** or their appointed representative to pick up and sign for the results.
- The Semi-Final Freestyle Recap Sheet and Order of Appearance for the Final Freestyle Round will also be posted on the WBTF website within a reasonable time frame following the day's competition.

- 1.8.2 Tabulation prepares 2 copies of finalists lists as described in 1.7.0

1.9. **ORDER OF APPEARANCE FOR THE FINAL FREE STYLE ROUND**  
(see 1.3.3 - Seeding)

- 1) Tabulation will manually record or computer generate the names of the athletes in the proper order on The Order of Appearance form and fill in the proper division.
- 2) The original of this form will be given to the Announcer, a copy given to the Sound Technician, and second copy will be used by tabulation to prepare the recap sheets for the Final Free Style Competition if tabulation is being done by manual process.

1.9.1 Steps 1.4.0 through 1.4.11 are repeated for the Final Free Style Competition with the Final Free Style Tally Sheets, Score Sheets, Timing/Penalty Sheet, Summary and Recap Sheets substituted for the Preliminary or Semi-Final Sheets.

1.9.2 Tabulation will transfer the Net Compulsory Percentage Score OR the Net Short Program Percentage Score from the Preliminary or Semi-Final Recap Sheet to the Final Recap Sheet for each Finalist, either manually or by a computer generated program.

1.9.3 Tabulation will also fill in the finalists' names in the proper order in the indicated spaces on a Judges Final Free Style Master and make one copy for each judge for that division, either manually or by a computer generated program.

1.9.3 These procedures are repeated for each division.

1.9.4 **FINAL FREE STYLE COMPUTATION PROCESS:**

- Semi-Finals and Finals Rounds of Freestyle count toward final placement. The Preliminary round is an Elimination Round Only.
- EXCEPTION: If there are 15 or less competitors in an age division: The Net Compulsory Percentage Score OR the Net Short Program Percentage Score (25% Score less penalties) and the Net Final Freestyle Percentage Score (75% Score less penalties) are totalled for each athlete to determined the Total Final Score (100%).
- If there are 16 or more competitors in an age division: The semi-final free style round and the final free style round count towards final placement. Average the semi-final free style round (second round) and final round scores by adding and dividing by "2" to get 75% that is then added to the Net Compulsory Percentage Score OR the Net Short Program Percentage Score (25%).

1.9.5 After Tabulation has computed the Total Composite Score for that athlete, they should cross check and compare these scores. These scores must agree to the same ten thousandth of a point.

1.9.6 This process is repeated for each contestant in the division.

1.9.7 When the last athlete's scores have been computed and recorded on both the Final Free Style Tally Sheet and the Free Style Final Summary and Recap Sheets, tabulation either manually computes or computer generates the placement of each athlete, starting with the highest numerical score in the Total Column of the Free Style Final Recap Sheet being first place and proceeding to last place in descending order. The places are to be clearly marked in the Place Column from first to last place. Tabulation must check for accuracy after completion of the placement markings.

## 2.0 VERIFICATION OF RESULTS

In the event that there is a discrepancy between the judge's scores and the tabulator's scores, the Competition Director will be immediately notified. The Competition Director will then consult with the judge in question and the judge will be bound by the score that is written on his/her judges master.

- 2.1 After the scores on the Free Style Final Summary Sheet have been verified by tabulation, the Chief Tabulator places the signed copy of the Free Style Final Summary Sheet in the WBTF Headquarters Permanent Record File.

## 2.2 REPRODUCTION OF FREE STYLE FINAL RESULTS

Folder for:	Final Free Style Tally Sheet	Final Free Style Score Sheet	Final Timing/Penalty Sheet	Final Free Style Summary Sheet	Final Free Style Recap Sheet	Order of Appearance for Finals
▪ Each Judge in the Division	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ Technical Advisor of each Country	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ WBTF Technical Chair	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ WBTF Judges Chair	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ World Competition Director	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ The Chief Tabulator	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ The WBTF President	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy

- 2.3 This process is repeated for each division.

- The Technical Advisor for each country **and each judge in the division** will receive a Final Free Style Recap Sheet, and the Final Free Style Summary Sheet of the scores for **all athletes**.
- There will be a designated area for Technical Advisors **and the judges of the division** or their appointed representative to pick up and sign for the results.
- The Final Freestyle Recap Sheet will also be posted on the WBTF website within a reasonable time frame following the day's competition.

- 2.4 Tabulation will prepare two copies of a "Winners List" (one each for the Competition Director and the Announcer) listing the finalists' placings in reverse order, from sixth to first with each finalist's country listed. This is done for each division.

- 2.5 The Chief Tabulator may delegate such duties as making copies, etc. to an assistant, however the accuracy and efficiency of the tabulating team and the process of tabulation of the competition itself is the ultimate responsibility of the Chief Tabulator.

### 3.0 **FREE STYLE PAIR & TEAM COMPETITION TABULATION**

The safeguard in the method of tabulation for Pair & Team Competition lies in the duplicate tabulation system (***unless tabulation is done by computer***). The following step-by-step procedure must be used:

3.1 Tabulation will record each judge's score on the Pair or Team Tally Sheet.

A score sheet for the pairs & teams will be used to help verify the judges' scores. Scores must be double checked for accuracy.

3.2 Upon receiving the completed Pair & Team Score Sheet from each judge, tabulation examines the sheets for completeness, i.e.

- (6) Sheets signed
- (7) All blanks filled in
- (8) Corrections initialled
- (9) Scores are in 100's
- (10) All copies distinct and complete

If any of these details are missing or incorrectly done, the original and copy must be sent back to that particular judge for correction and initialing.

### 3.4 **FREESTYLE PAIR & TEAM TABULATION PROCESS:**

- 1) The completed pair or team score sheets are then recorded and computed.
- 2) \* Cross out the highest and lowest score.
- 3) \*Compute the total for that contestant disregarding the highest and lowest scores that have been crossed out, and record the total scores in the Total Column. Always use 4 decimal places on each computation (4 digits to the right of the decimal point). This 4th decimal will be computed as follows:(see 1.2.2, #
- 4) Divide the total by the number of judges minus 2 (high and low) to get the judges Average Score and record this score in the indicated column.
- 5) All Penalties are then subtracted from to get the Net Average Judges' Score.

***\* POLICY - If there are 5 or more judges on the WBTF Judges' Panel, the high and low scores are thrown out. If there are 4 or less judges on the WBTF Judges' Panel, the high and low scores remain to be counted in the total. (Approved August 13, 1997)***

3.5 Regarding Manual Tabulation Procedure: After tabulation has completed the Net Average Judges Score, they should double check these scores. These scores must agree to the same ten thousandth of a point (whole numbers and 4 decimal places).

3.6 Tabulation either records manually or computer generates the pair or team's Net Average Score on the Pair or Team Preliminary Recap Sheet.

3.7 After Tabulation has computed the Total Score for that pair or team, they should cross check and compare these scores. These scores must agree to the same ten thousandth of a point.

3.8 This process is repeated for each pair or team in the division.

- 3.9 When the last pair or team's scores have been computed and recorded on both the Preliminary Pair or Team Tally Sheet, the Pair or Team Preliminary Summary and Recap Sheets, Tabulation either manually computes or computer generates the placement of each pair or team, starting with the highest numerical score in the Total Column of the Pair or Team Preliminary Recap Sheet being first place and proceeding to last place in descending order. The places are to be clearly marked in the Place Column from first to last place. Tabulation must check for accuracy after completion of the placement markings.

#### 4.0 **VERIFICATION OF RESULTS**

In the event that there is a discrepancy between the judge's scores and the tabulator's scores, the Competition Director will be immediately notified. The Competition Director will then consult with the judge in question and the judge will be bound by the score that is written on his/her judges master.

- 4.1 After the scores on the Pair or Team Preliminary Summary Sheet have been verified by tabulation, the Chief Tabulator places the original of the Pair or Team Preliminary Summary Sheet in the WBTF Headquarters Permanent Record File. *(for manual tabulation)*

#### 4.2 **REPRODUCTION OF PAIR OR TEAM PRELIMINARY RESULTS**

Folder for:	Preliminary Pair or Team Tally Sheet	Preliminary Pair or Team Score Sheet	Preliminary Timing/Penalty Sheet	Preliminary Pair or Team Summary Sheet	Preliminary Pair or Team Recap Sheet	Order of Appearance for Finals
▪ Each Judge in the Division	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ Technical Advisor of each Country	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ WBTF Technical Chair	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ WBTF Judges Chair	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ World Competition Director	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ The Chief Tabulator	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy
▪ The WBTF President	N/A	N/A	N/A	1 Copy	1 Copy	1 Copy

- 4.3 The Technical Advisor for each country **and each judge in the division** will receive a Preliminary Pair or Team Recap Sheet, a Preliminary Pair or Team Summary Sheet of the scores for **all athletes**, and the Order of Appearance Drawing Sheet for the Pair or Team Final round.

- There will be a designated area for Technical Advisors **and the judges of the division** or their appointed representative to pick up and sign for the results.
- The Preliminary Pair or Team Recap Sheet and Order of Appearance for the Final Pair or Team Round will also be posted on the WBTF website within a reasonable time frame following the day's competition.

- 4.4 This process is repeated for Final Round.

## **5.0 TIE BREAKING PROCESS**

### **Freestyle:**

Ties will remain unbroken for all places except when advancement to the final round is in question. In this case 6<sup>th</sup> place will be broken by using the net freestyle % score from the round before finals.”

To break a tie in the Finals, the final Freestyle Percentage Score will be the determining factor. The highest score being the top place. If there is tie with the final FS% score, use the 1<sup>st</sup> round Net Freestyle Percentage Score to break the Tie.

### **Pairs & Teams:**

All ties will remain unbroken except for the first place

To break a tie for the first place for Pairs and Teams: Use the average score of the preliminary round and final round.

The Competition Director will be responsible for preparing a sign-off sheet to ensure that all the folders listed above have been picked up.

The results will be given to each country on CD or Jump Drive. Each country must notify the Host Country of the name of the person who is to pick up the competition results for their country, following the closing ceremony. This individual must sign and print their name when receiving the package. If the host country is not provided with the name of the official who is authorized to pick up the results, then the competition results may be given to anyone from that country.

## **6.0 WORLD CUP TABULATION INSTRUCTIONS**

In both the Freestyle and the Team/Pair program, an item has been added to the bottom of the WBTF menu called 'World Cup Points'. After the final round of competition for each category and after all scores have been verified, choose this item to create the World Cup sheet for that category.

A pop-up box will appear asking how many competitors should be used to determine World Cup points. You will normally enter the total number of competitors who participated in that category. If a competitor became ill or injured, they should still be counted for this process as they will still receive a point. If a competitor became disqualified along the way, they should not be included in the number used because they will not receive any points.

The World Cup sheet will pull in the number of finalists, semi-finalists (when applicable) and the remainder of the competitors from the preliminary round in order from highest score. The countries, scores and final placement are also pulled in. Using the number entered, World Cup points are awarded in reverse order. Example: if there are 22 competitors, the competitor who took first place would receive 22 points and the competitor in 22nd place would receive 1 point. The sheet is left unprotected so that adjustments can be made for ties. Example: if 2 competitors tied for first place, they should both receive 22 points and the competitor in third place should get 20 points.

Print the World Cup sheet and verify that everything appears to be correct. The point totals for each country will have to be figured manually for each category. If you determine that there is an error after the World Cup sheet has been generated, or if the sheet is accidentally generated, just delete it by going to Edit→Delete Sheet. (The sheet you want deleted must be the active sheet). Make the necessary corrections and choose the World Cup Points menu item again to create the World Cup sheet.

Manually add up the total points for USA competitors, JAPAN competitors, etc. and verify when completed.

The Team/Pair program also has the World Cup menu item under WBTF. This works exactly the same as the Solo program. The only difference is that the World Cup points are multiplied by five.

When all categories have been completed and the total points for each country in each category have been added and verified, open the WRLDCUP.XLS spreadsheet.



On the **Competition Info** sheet, enter the Competition, Location and Dates. Enter each country name next to Country 1, Country 2, etc. - the order in which these are entered is not important.

Go to the Breakdown sheet. Each country you entered on the previous sheet should appear here with each category listed below it. Enter the point totals for each category under the appropriate country. They will total automatically. When this has been verified, go the Final Totals sheet.

This sheet should show the countries you entered and the total points calculated from the Breakdown sheet. Place the cursor on the first cell under 'Score' (C11) and click the Sort Descending button, this will put them in order from highest point total to lowest point total. Enter the places from 1 on down in the place column - this sheet is unprotected so be careful to not delete or alter any of the other cells. (this will be automated at a later date)

\*\*\*World Cup tabulation when there are Disqualifications\*\*\*

Adjustments may also need to be made for disqualified competitors.

If there were 22 competitors to begin with but one was disqualified, you would enter 21 in the pop-up box. The competitor in first place would receive 21 points and the competitor who was disqualified should appear at the bottom of the list and receive 0 points.

If two competitors were disqualified, you would enter 20 in the pop-up box. The competitor in first place would receive 20 points and the two disqualified competitors would appear at the bottom. One would receive '0' points and the other would receive '-1' points. This happens because it is currently just subtracting 1 from the previous point value. (This may be changed in the future). You would need to manually change the '-1' to a '0'

## **DISQUALIFICATIONS**

If a competitor is disqualified mid-way through the competition, just enter zeroes for their scores for the remainder of the rounds. This will carry the competitor along to the recaps, etc. and create tally sheets for them. On the tally sheets where zeroes are entered, verify that the calculated scores at the bottom show as '0' or a number (pulled from previous rounds) rather than the #DIV or #VALUE that normally appears before scores are entered

If a competitor was originally registered to attend but becomes ill or is a no-show, the same steps may be taken if you choose to leave them on the 'roster'. If you choose to remove the competitor from the roster, do so on the 'Competitors' sheet before the Compulsory Tally sheets are created.

\*\*\* Important point\*\*\*\*

The number of competitors on the Preliminary Soloist Recap sheet is the number used to determine if there is a Semi-Final round, and if so, how many competitors go to Semi-Finals (15 or 20). This must be considered if disqualifications, injuries or no-shows occur. Example: If there are 20 competitors to begin with, there would be a Semi-Final round with 15 competitors. If one of them becomes ill or is disqualified, there would only be 19 left. When there are 19 or fewer competitors, there is no Semi-Final round.