

APPENDIX NO 20.1

1. **RESULTS MANAGER**
2. **RESULTS MANAGER ASSISTANT**
3. **RESULTS ENTRY STUDENT ASSISTANTS**

RESULTS MANAGER

Prior to the carnivals, and on the morning of the carnival, the **Results Manager (ACC)** should check the programme data which includes:

- Event data entries (particularly scoring codes)
- Age group allocations, i.e.
 - **JNR – U/13 to U/15 (div A-F); U13-U14 (div G, H & I)**
 - **SNR – U/16 and Open (div A-F); U/15 and Open (div G, H & I). Divisions G, H and I do not have an U15 age category.**
- Points allocations (can vary depending on number of schools in each divisions);

For carnivals with 8 competing schools.

	1st	2nd	3rd	4th	5th	6th	7th	8th
Div I	12	11	10	9	8	7	6	5
Div II	8	7	6	5	4	3	2	1
Relays	24	22	20	18	16	14	12	10

For carnivals with 9 competing schools.

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
Div I	13	12	11	10	9	8	7	6	5
Div II	9	8	7	6	5	4	3	2	1
Relays	24	22	20	18	16	14	12	10	8

For carnivals with 7 competing schools.

	1st	2nd	3rd	4th	5th	6th	7th
Div I	12	11	10	9	8	7	6
Div II	8	7	6	5	4	3	2
Relays	24	22	20	18	16	14	12

- Team names, numbers and codes
- That all points have been erased from previous carnivals.

The **Results Manager** will adhere to the following actions on the day of the carnival;

- Oversee all results for entry into the computer.
- Deals with any inquiries regarding results.
- Process any additions or alterations required by a school on the day. *****Schools are encouraged to make any additions or alterations prior to carnival day*****
- Throughout the carnival at intervals of approximately 15 minutes provide progressive aggregate scores for the scoreboard operator and announcer.

- A back up copy of the carnival programme and all data. Back-ups are to be made at 15 minute intervals throughout the carnival. A final back-up is taken at the end of the carnival. Results will be regularly uploaded and available for public viewing on the ACC website <http://www.accsport.asn.au/carnivals/athletics/athletics-results> .
- At the conclusion of the carnival, a complete analysis of final scores is to be provided for the Carnival Manager to enable trophy presentations to proceed. This analysis includes trophies for the following categories;
 - Junior Girls
 - Junior Boys
 - Combined Aggregate
 - Senior Girls
 - Senior Boys
 - Aggregate Girls
 - Aggregate Boys

In case of a 'draw' in any particular category, the shield is shared between the two winning schools.

The **Results Manager**, in conjunction with the Carnival Manager, is to ensure that all technical equipment is operational.

RESULTS MANAGER ASSISTANT

The Results Manager Assistant is to assist the Results Manager and Carnival Manager in all activities relating to Carnival Results management and involves the following;

1. Supervision of the Computer Operators

The main role of the results manager assistant is to supervise students acting as computer operators on the day. These students could be from the same school as the results manager assistant, or they could be students provided by external support such as VET schools or SEDA. Six students have been allocated as computer operators (see role description below) and the results manager assistant must ensure the following;

- Students are rotated at regular intervals to allow for food and restroom breaks.
- No food or drinks allowed near computers. Students can eat and drink on their breaks.
- Students remain on task and use the computers for carnival results entry only.
- Once results are entered into the system, students are to do a 'call back' of their data entry to check for any errors.

2. Management of carnival results throughout the day

All results will be entered into the SportsTrak carnival management system. Once results are entered, they will be checked by the results ratifiers (see role description below) and available on the internet for public viewing. A copy of the results will also be printed for the Results room. The Results Manager Assistant is to ensure that these results are received, checked and kept in the results room in event order for easy reference should this be required at any time during the carnival.

RESULTS ENTRY STUDENT ASSISTANTS

After the commencement of the carnival, and on receipt of the result sheets, the **results entry student assistants** work in pairs to help with all data input into the computer. Computer Operator (1) will take a completed results sheet and call each result for Computer Operator (2) to enter manually into the computer system.

Results entry student assistants should enter data into the computer using the following system;

- Check the event number, event description, gender, age group, division and that the age group matches what is on the computer for that particular event.
- Check if the event has a new record and advise the Results Manager.
- If there is a disqualification, check that the DQ sheet has been attached prior to results entry.
- Enter the data that is on the white results sheet starting from the top. The computer program will automatically place the competitors according to their time.
- Once data is entered, a 'call back' process must take place. The information that appears on the screen is to be checked against the results sheet starting with place number 1. Results entry student assistant (2) who has entered results will call back each place, name, competitor number, school and performance to results entry student assistant (1). Each entry must be checked thoroughly to ensure no errors have been made.
- If all is correct, a printout is done and attached with a paper clip to the back of the original results sheet. This should then be placed in the 'ENTERED' tray for checking by the results ratifier.

Should the following occur, the **results entry student assistants** must advise the Results Manager immediately;

- If unclear on anything written on the results sheet.
- A competitor number does not match a name or vice versa or the computer does not accept a number. A message notifying the error should appear on the computer screen.
- A result on an official's result sheet is uncertain.
- A record has been broken.