

**SITA Scoring Table Guidelines** - last updated 06/09

During meets, five volunteers are needed at the scoring table. Two will record scores, two will be “runners” and one will handout ribbons to athletes. School Volunteers will be assigned to the scorable prior to each meet.

**To manage ribbons:** A box of ribbons are kept at the scoring table. There are extra ribbons in the box to accommodate odd circumstances. If you are short ribbons, leave a note with the child’s name, school & place or e-mail Mike Fitz to arrange for pickup date and time.

**Bubble Gum Races:** Usually 1 or 2 bubble gum relays will precede the meet. These races allow younger athletes and those not qualifying to compete to be part of the meet and receive ribbons. No score is allotted but order of finish is considered for ribbons. Bubblegum ribbons are handed out at the finish line (these are the first races and are not recorded).

**Runners:** 2 volunteers, called runners, will record the running events. Each form allows room for the runner to document the school abbreviation, the place & the time beside the athlete’s name (school name, not child’s name, is recorded for relays.) The 2 runners will stand by the finish line for sprints, relays, the 800 and the Mile and document the results onto the forms as they are announced at the finish of each race. Runners will gather the 4 athletes who place and lead them to the table. He/she will read aloud the results to the scorers who are recording onto a Master sheet (or accepting individual score sheet to be transcribed. Ribbons are handed out as this is done.

**Scorers:** Volunteers will manage one of 3 master sheet categories- track events, field events & an overall scorecard. 8 clipboards, each with individual event boy & girl score sheets, will be available. Coaches are responsible to pencil in their school’s entries prior to the start of the race. (If a child is sent over to the table later, his/her late entry is acceptable.) Completed clipboards are ready for runners and for volunteers overseeing field events. Scorers should attempt to transcribe event results to the Master sheets as they are announced, however, the table gets busy at times. Keep the individual event result sheets and transfer information later. It is more important that the children receive their ribbons, then leave the area around the table quickly. **Please record only the athlete’s name, school and time/distance, do not fill any points. That will be done prior to posting on the website. Please print clearly and as dark as possible.** Place all paperwork back in the envelope in numbered order.

**Field Event Volunteers:** Keep clipboard for the event they record. Lead winning athletes to the table for documentation of times and ribbons.

**Please fill out bottom of sheet listing winners before** handing in clipboard after event.

**\*\*\*There are no ties in field events – see Field Sheets for specific instruction on handling ties.**