

SOFTBALL NEW ZEALAND SCORERS ASSOCIATION



TOURNAMENT GUIDE 2018

Contents

Contents	2
Section A - Introduction and Contacts	4
Section B Tournament Chief Scorer	5
1) Introduction	5
2) Contacting Scorers.....	5
3) Host Association and STR Liaison	5
4) Tournament Managers' Meeting	6
5) Game Allocations.....	7
6) Organising and Co-ordinating Scoring Activity	7
7) Examinations	9
8) Assisting with Statistics	9
9) Liaising with Tournament Chief Umpire	10
10) Rules and Awards	10
11) Chief Scorer Report.....	10
Section C Tournament Statistician	11
1) Introduction	11
2) Equipment and Resources	12
3) Stats – Before the Tournament	12
4) Stats – During the Tournament.....	15
5) Stats – Daily Reports.....	17
6) Stats – After the Tournament	20
Section D Electronic Scoring.....	21
1) National Fastpitch Championships	21
2) Other National Tournaments	21
Section E – Templates	22
1) Email to all Tournament Chief Scorers.....	22
2) Draft Email Template to Send to Tournament Scorers	23
3) Draft Email Template to Send to Examinees	24
4) Draft Email Template to Send to Team Scorers sitting their bar	25
Section F – Tournament Reports.....	26
1) Tournament Report - Tournament Chief Scorer	26
2) Tournament Report - Tournament Statistician	27
3) Statistician Checklist.....	28
4) Tournament Reports – Final Team Statistics Report Sample.....	29
5) Stats - Final Cross-Check Balance Sheet.....	30
6) Tournament Allowances Form	31

Part G Tournament Guidelines	32
1) Daily Allowances and Catering At Tournaments.....	32
2) Tournament Host Associations – Scorer Requirements	33
3) Tournament Guide - Checking Scoresheets	35
Part H – Position Descriptions.....	36
1) Tournament Chief Scorer	36
2) Tournament Statistician	38
3) Tournament Scorer	40
Part J – Specific Scoring Guidelines.....	42
1) Designated Player	42
2) Designated Runner and Temporary Runner	44
3) Blood Bin (Replacement Player required for Blood in Sport Rule - SNZ Rule 3.2.6)	45
4) Championship Plays Offs & Tied Team Formula	46
Part K - Examinations	47
1) Exam Guidelines for Examinees	47
2) Exam Guidelines for Examiners.....	48
3) Checklist for Examinees/Bars.....	51
4) Bar Exam Policy	52
Part L – Tournament Forms	53
1) Emergency Contact Form	53
2) Code of Conduct	54
Part M – 2018/19 Data	58
1) Gradings.....	58
2) Appointments.....	60

Updated by Elaine Karsten and Marie Byrne December 2018

Section A - Introduction and Contacts

While this Tournament Guide is designed primarily as a resource for Tournament Chief Scorers and Tournament Statisticians, it also provides information that will be useful for all scorers.

It should be used alongside other tools available such as the Softball New Zealand Official Rulebook, the Softball New Zealand Scorers Manual, the Stat Trak Manual and the i-Score Guide.

It is targeted as a guide for Softball New Zealand National Tournaments, however the practices, guidelines and policies are recommended as being applicable to all scoring situations in New Zealand.

This Guide also provides templates, position descriptions, policy documents and the current appointments and grading list.

Happy Scoring

CHIEF SCORER

Lil Natana
33 Ward Street
Kawerau 3127
Bay of Plenty
Tel: 07 323 6357 (H)
Mobile: 027 257 8762
Email: LilNatana60@gmail.com

NORTHERN DEPUTY

Lynette Leathart
1 Myna Place
Weymouth Auckland
2103
Tel: 09 267 4610
Mobile: 027 209 7293
Email: Lleathart@xtra.co.nz

NZ STATISTICIAN

Elaine Karsten
6 Skye Street
Heidelberg
Invercargill 9812
Tel: 03 216 5591
Mobile: 027 210 3057
Email: karstenz@xtra.co.nz

CENTRAL DEPUTY

Ian Ditfort
2 Ashwood Drive
Witherlea
Blenheim 7201
Tel: 03 577 8299
Mobile: 021 0266 4752
Email: ditty_sue@xtra.co.nz

SOUTHERN DEPUTY

Marie Byrne
97a Olliviers Road
Phillipstown
Christchurch 8011
Tel: 03 381 8628 (H)
Tel: 03 941 6502
Mobile: 027 471 6539
Email: marie.byrne@ccc.govt.nz

Equipment Co-ordinator:	Lynette Leathart
Qualifications Co-ordinator	Marie Byrne
Tournaments Co-ordinator	Elaine Karsten
Electronic Scoring Co-ordinator	Ian Ditfort
Uniforms Co-ordinator	Rachel Cade
Website & Social Media Co-ordinator	Viti Flanagan

Section B Tournament Chief Scorer

1) Introduction

The primary objective of the Tournament Chief Scorer is to co-ordinate and lead the team of scorers appointed to a particular tournament. It is your job to ensure that the whole scorers group work as a team, and help each other out where necessary.

Your key tasks will be

- 1) Contacting all Official Scorers and Examinees at least 4 weeks prior to the Tournament
- 2) Liaising with the Tournament Organiser, Host Association Scorers Association and Softball New Zealand Tournament Representative
- 3) Attending the managers meeting and participating in the awards ceremony if required
- 4) Organising and co-ordinating scoring activity during the tournament
- 5) Examining scorers for practical and bar examinations
- 6) Assisting with statistics
- 7) Liaising with the Tournament Chief Umpire
- 8) Ensuring that SNZ rules are adhered to, including the Tied Team Formula and the awards are given to the correct recipients
- 9) Providing a report to the SNZ Chief Scorer within 5 days of the end of the tournament.

2) Contacting Scorers

- a) Please contact all your scorers before the tournament.
- b) Check that they have the tournament dates right and are available fulltime
- c) Discuss accommodation arrangements with travelling scorers
- d) If possible, get contact details with phone numbers for the tournament duration
- e) Make sure they are aware of the uniform requirements
- f) Let them know what time they need to be at the tournament venue on the first day.
- g) Especially make sure that you contact any examinees before the tournament to put them at ease. Make sure that they receive a copy of the Tournament Scorers Job Description and the Guidelines for examinees. Also let them know the uniform expectations (white tops and black 'bottoms'). A phone call is the better form of contact for those sitting exams.
- h) Position Description. Send all scorers a copy of the Official Scorers Position Description
- i) Emergency Contact Form and Code of Conduct – please send electronically and ask scorers to send to you or bring to the tournament. Make sure you have one blank one that you can copy and give to Scorers who may have forgotten.
- j) Discuss catering arrangements if catering is being provided by the host association and ask scorers if they wish to opt in or opt out of this.
- k) Relevant Documents for communication/distribution

What	Who & How
Pre-tournament communication to scorers	Send to all scorers by email
Official Scorer Position Description	Send with pre-tournament email
Emergency Contact Form	Send with pre-tournament email
Code of Conduct	Send with pre-tournament email
Guidelines for Tournament Scorers	Send with pre-tournament email

3) Host Association and STR Liaison

- a) Please familiarize yourself with Guideline xxxx which is sent to all associations hosting tournaments this season.
- b) Make contact with the tournament organiser from the Host Association.
 - Ask them for a copy of the draw so you can be comfortable that the draw works, and that the number of scorers appointed to the tournament looks reasonable. (this may not be available until reasonably close to the tournament).
 - Find out what you will be using as a scorer's room.
 - Ask the tournament organiser to send the Return Schedules to the Tournament Statistician (supply name and email address) as soon as practicable.
 - Find out what photocopying facilities will be available.

- c) If you are not from the host association, make contact with the local Association Chief Scorer to check on tea/coffee and catering arrangements and ensuring that out of town scorers who are flying in are picked up from the airport.
- d) Note about catering – please read the guidelines for catering and if this is being offered, follow the guidelines about contacting scorers.

If the host association is providing catering, find out what it will consist of. If they do, it is customary for the \$10 daily allowance to be paid directly to the caterer. However if the cost of the catering will be higher than the \$10 per head per day, you will need to know by how much to provide this information to your scorers. Scorers must be given the opportunity to opt into or out of this, and should not be pressured in either way.

- e) Allowances. In conjunction with STR (Softball Tournament Representative) complete allowances for all appointed scorers, including statistician(s). See Page for Allowances Sheet & Details.

4) Tournament Managers' Meeting

Attendance

Either the Tournament Chief Scorer or the Tournament Statistician **must** attend the Managers meeting. While this is the Tournament Chief Scorer's responsibility, it is preferable for both to be there.

The Tournament Chief Scorer is expected to speak briefly at the meeting, to inform the team management of any issues with respect to scoring.

- a) Things that you need to cover include:
 - i) Welcome visiting team scorers
 - ii) The location of the scorers' room
 - iii) The location of a notice board for daily statistics
 - iv) The policy with respect to photocopies of scoresheets
 - v) If you have exam games and bar games, let them know there could be more than 1 scorer on a game. Tell them to deal only with the official scorer (especially for substitutions) and that you will look after the others.
 - vi) Make sure everyone understands how to fill in a lineup sheet (especially DP and DR). Offer to help if necessary.
 - vii) Also offer to help if anyone doesn't understand what the DP can and can't do. The Chief Umpire may cover this.
 - viii) Make sure players names are **spelt correctly**. This could affect statistics.
- b) Things that you will need to know and may need to find out (depending on whether you are local or not) include:
 - i) When and where the toss is going to be done
 - Usually this is done at the Tournament Office 30 minutes before the scheduled game time.
 - What will happen if teams have back to back games
 - ii) What the policy is with respect to spare balls, and the return of balls after the game
 - iii) Anything you need to know about the facilities (Toilets, wet and dry canteen etc)
 - iv) What the photocopying facilities and arrangements are, including who is allowed copies, and whether there is a charge.
 - v) Whether passes will be required for scorers.
 - vi) Where the scoresheets are located. Make sure you have spares for exams and long games.
 - vii) Programmes for scorers, plus an extra one for the statisticians report. (A programme is no longer required to be provided as part of the Chief Scorer Report).
 - viii) Take note of any ground rules explained by the Chief Umpire.
 - ix) Whether there are time limit games and if so confirm what happens when time limit is reached eg: complete innings, straight to tie-breaker or count back. NB: Games at Softball New Zealand National Tournaments are not usually played to time limits.
 - x) Whether the Designated Runner and Temporary Runner (Catcher replacement with two outs) rules are to be used. NB. These are not applicable for National Underage Tournaments.

NB Please be respectful of the timing of when you ask the Tournament Organiser or New Zealand Softball Tournament Representative for any of the above information. It is not a good idea to ask while they are in the middle of dealing with team requests, checking return schedules etc during the Manager's meeting.

5) Game Allocations

- a) Try to give everyone an average of 3 games per day
- b) Try to give an even mix of teams, hard/easy games, early/late starts and finishes.
- c) Ensure that the games of scorers on back to back games are written up.
- d) Where scorers do have back to back games, it is preferable to have the scorer finish their own analysis if practicable and have someone else start their second game for them.
- e) Electronic Scoring
 - i) All games at the National Fastpitch Championships will be scored by two scorers, one scoring on paper and one undertaking electronic scoring. Additionally all finals will also be scored electronically.
 - ii) Scorers appointed to score the final electronically MUST be accredited electronic scorers. This is to ensure the information being published on social media platform accurately reflects the game action as scored by the official scorer. See the section on electronic scoring for more information including the management of electronic scoring at the National Fastpitch Tournament.
 - iii) An IT Chief Scorer will be appointed to the National Fastpitch tournament. The Tournament Chief Scorer and IT Chief Scorer should work together to make appointments.
 - iv) If there is a desire to electronically score additional games – it must be undertaken on the following basis
 - The paper scoring of games is not compromised in any way, nor is any pressure put onto other scorers to score a heavier workload.
 - Any games that will have links provided are electronically scored by an accredited Electronic Scorer
 - If scorers would like to practice electronic scoring to develop skills, this can be done but games should not be broadcast and iScorecast links should be disabled.
 - It should also be undertaken within the scope and capability of their Tournament Scorer role. However, this could also be an opportunity to provide scorers with sufficient games in a day if there is some 'quieter' days with less games.
- f) Changes to allocations. It is very possible that your allocations may need to be altered because of delayed games. Be flexible with this and encourage your scorers to be the same. If they see that you are flexible – they are likely to follow your lead.

6) Organising and Co-ordinating Scoring Activity

- a) **Scorers Pre-Tournament Meeting**

The practice of holding a pre-tournament meeting for all scorers an hour before each game is now only compulsory for the National Fastpitch Tournament. As there are different requirements at this tournament, including electronic scoring, a meeting of scorers should be held starting an hour before the scheduled start time of the first game.

This is a change in practice designed to avoid having scorers who are not appointed to games in the first (and sometimes second as well) timeslots from having to wait around needlessly.

In lieu of this meeting, you will need to ensure that all scorers are aware of the information below. You may wish to put the information onto a white board or notice in the scorers room and make sure they are familiar with the information.

Touch base with every scorer to ensure they are aware of the information. You may still have a meeting, or you may wish to have a meeting/briefing for scorers appointed to the first time slot and then have a briefing for scorers appointed to later timeslots. If you are out on a game in the first time slot (eg exam game), you may wish to ask the statistician to undertake the briefing.

- b) **Start of Tournament Information for Scorers**
 - i) Information needed from scorers

You will need to touch base with all scorers to

- Collect completed emergency contact and code of conduct forms from those who have not sent them in. (Have some spare blank copies for those who may have forgotten them).
 - Reconfirm availability for the whole tournament.
 - Does anyone have any issues, such as Game / team / timeslot preferences.
NB: emphasize that any requests are at your convenience!
- ii) Information that all scorers will need to know/receive
- Location of toilets, tournament office, canteens and other facilities.
 - When and where to collect scoresheets, teamsheets and balls
 - The need to return teamsheets (and balls?) to the office immediately after the game finishes
 - Appointments for the first day
 - Process for back to back games
 - Programmes and passes
 - How you intend to run exam games and bars
 - Understanding the DP, DR, and blood bin – offer to help if necessary. (No DR at age groups) have copies of the DP, DR & blood bins documents available for scorers to refer to.
 - Teamwork – with other scorers, and with the umpires
 - Food arrangements
 - Code of conduct requirements including smoking, uniform and alcohol
 - Ground rules (eg blocked balls etc)
 - Tournament specific processes (player of the day, dress cup, selector requirements)
- iii) Ensure that the following information is posted onto noticeboards and/or walls in the scorers room;
- Scoring appointments
 - Umpiring appointments
 - A map of the diamond layout
 - Contact details of all scorers during the tournament
 - Official Scorers Job Description (Optional for display – but should be readily available on a table or similar)
 - Scorers Code of Conduct (Optional for display – but should be readily available on a table or similar)
 - DP, DR and Blood Bin information (Optional for display – but should be readily available on a table or similar)
- c) Assistant Chief Scorers
An Assistant Chief Scorer may be appointed to learn both the Chief Scorer and Statistician roles, and so is there to help with both Statistics and Examining.
- d) Analysis
- i) Make sure that scorers analyse their games straight away – support your statistician. 30 – 45 minutes should usually be plenty of time to analyse a game – 1 - 2 hours is definitely not acceptable.
 - ii) If you have had to use back to back appointments please try and get the scorer to analyse their first game and obtain cover for their next game.
 - iii) If scorers are having a problem with analysing scoresheets, ie not cross checking – you may wish to copy out the page on Checking Scoresheets and go through that with the scorer.
- e) Code of Conduct
Be fully aware of the requirements of the Scorers Code of Conduct including placing emphasis on the following to scorers;
- i) Uniform – what forms should be worn, when and how
 - ii) Smoking – no smoking (including e-cigarettes and vaping) in the tournament venue and in any form of the SNZ Scorers uniform at any venue
 - iii) Respect for other scorers and officials
If you have issues that contravene the Code of Conduct, please discuss these with the relevant Deputy Chief Scorer.
- f) Additional Tasks and Information

- i) Photocopying. Where teams request copies of games, accommodate this in a timely manner but without inconveniencing your scorers and more importantly your statistician. It is good practice to keep a list of the teams that require copies and photocopy once a day (either at the end of the day or start of the next day). Getting a scorer who is not busy to do this is a good idea. Have an area where photocopied sheets are located. In this way either teams can pick up themselves from this area, or one of your scorers to can hand them over.
 - ii) Media and Selector Requests. Endeavour to meet the needs of selectors and media as politely and promptly as possible.
 - iii) Requests for other teams score sheets and statistics. Teams should not be provided with opposition teams' scoresheets and statistics.
 - iv) Other Scorer Appointments. There may be situations where additional scorers are requested to assist with commentaries and other media. Try to accommodate these requests if possible unless it compromises the ability to adequately cover all games with official scorers.
- g) Troubleshooting Issues
Your Softball Tournament Representative (STR) is there to help if you have any problems. Please feel free to ask for advice or help if you need it.

You can also contact the Deputy Chief Scorer of the local region (that the tournament is being held in).

7) Examinations

- a) Qualifying and Badge Examinations
If you have examinees sitting their qualifying or badge examinations, please read the Guidelines for Examiners, in this manual before the tournament.
Make sure that you contact the examinees before the tournament, and explain the process so they know what to expect.
- b) Bar exam
A Bar Game is to be held during the tournament at a time convenient to you. If you have a badge-holder causing some concern discuss this with them and see if they improve over the tournament. Bars are only to be awarded when a scorer maintains the badge level. Assess the present grade of scorer also.
- c) Team Scorers sitting Bar Exams
Team Scorers not attending any other National Tournament in season may be appointed to sit for their bar at the tournament. (This is a favour, not a right.) They must:
 - i) Have applied in advance to sit for their bar at the tournament. (If they come to you and request to do so it is not permitted)
 - ii) Produce one of their games daily – you need to negotiate which games you want
 - iii) Complete the bar game – let them know early which game, and try to be flexible
 - iv) Contact you on the first day of tournament to discuss this – but please be pro-active about this. You may wish to speak to the manager of the team they are with and ask them to come and talk to you before their first game.
 - v) Be up to badge-holder standard
- d) Please send the completed examinees application forms indicating a pass or fail to the SNZ Chief Scorer as part of your Chief Scorer Report AND the Qualifications Co-ordinator; Marie Byrne, marie.byrne@ccc.govt.nz

8) Assisting with Statistics

While the Statistician has the ultimate responsibility for the recording and provision of statistics for the tournament, you are expected to assist where possible. Here are some guidelines;

- a) Remember that the statistician will have the longest day of anyone in the tournament. Ensure that she/he gets a break and fresh air from time to time.
- b) Provide assistance to the statistician through checking scoresheets, analyzing back to back games, reading out games. This doesn't necessarily need to be yourself, but could be other scorers as well. Keep an eye on the pile of games still to be entered and if it's getting bigger, either offer assistance or prompt a scorer not on a game to do this.

- c) Do not enter any games or use the statistician's laptop without their approval.

9) Liaising with Tournament Chief Umpire

- a) The umpires and scorers are part of the team of officials at tournaments. That team starts with the Chief Scorer and the Chief Umpire.
- b) Have a chat with the Chief Umpire at the Managers Meeting to ask for a copy of the daily umpiring appointments.
- c) In tournaments where the umpires and scorers rooms are located near each other, it is good practice for umpires and scorers to walk to the diamonds together.
- d) Remind your scorers that on the diamond they are a team with the umpires so they should be shown respect in the same way as other officials. At no time should a scorer question an umpires decision, nor express disapproval of an umpires decision.
- e) You may wish to join with the umpires for a social event.

10) Rules and Awards

While the Statistician has the responsibility to keep the records for Tied Teams and Awards, it is ultimately the responsibility of the Chief Scorer to make sure that these are applied correctly. However, it is important let the statistician do their job. When the Tied Team Formula needs to be applied, it is good practice to work with the statistician to produce the placings. Remember that these placings will be needed in a timely manner.

11) Chief Scorer Report

Prepare a report for the SNZ Chief Scorer

Print off this checklist, fill it out, and return it with your report.

These must be returned within 5 days of the tournament end to the Softball NZ Chief Scorer

Item	Tick or Comment
Provide a completed copy of the tournament programme with all results and Awards	NOT NOW REQUIRED
A checklist for examinees and bars for all scorers who they were filled out for.	SEND ELECTRONICALLY
A list of the daily scorers appointments	SEND ELECTRONICALLY
Complete and Return the allowance sheet (signed) Note – the STR may do this, but I need a copy	SEND ELECTRONICALLY
Return completed examinees application forms indicating pass or fail	SEND ELECTRONICALLY
Include all exam games, notes. Etc.	SCAN & SEND ELECTREONICALLY
Return any badges or bars you didn't need	SEND TO NEXT TOURNAMENT OF TO SNZ
Note any specific problems or issues to do with the tournament	SEND ELECTRONICALLY
Include any information about protests	SEND ELECTRONICALLY
Include Tied Teams workings if there were any	SEND ELECTRONICALLY
An extra sheet of paper should be added if there are more problems or issues the chief scorer show be informed of.	SEND ELECTRONICALLY

Section C Tournament Statistician

1) Introduction

The roles of Statistician and Tournament Chief Scorer have become more complex over the years. Co-operation between everyone at the tournaments is essential. We are all on the same side and we are all aiming for the same consistent results. A statistician should be able to enjoy the tournament the same as everyone else and still get the job done.

Responsibility for Checking Scoresheets

It is important that you are as accurate as possible as your statistics become the official records for Softball New Zealand and your own local Association or Club. The checking of the scoresheets is very important. It does not matter what grade you are – everyone makes mistakes. We are all human.

It is still the responsibility of the Chief Scorer to talk to the official scorers about any mistakes that they make. If on the other hand it is just a missed RBI, SB or Earned Run type of mistake you can just ask the scorer to change it.

We appreciate not having to wait too long before we receive the completed scoresheets after a game because once they are checked it does not take very long to input them into the computer. We do not like having to ask the scorer where their scoresheet is. The Chief Scorer will ask the scorers to make sure that they complete their stats in a reasonable time, preferably within 30 minutes of the game finishing.

You will be required to keep Pitching, Batting, and Fielding statistics at all National Tournaments. Batting statistics will also include Reach Base statistics.

To enable us to have the complete records of the Tournament would you please maintain a Tournament Programme with all game results, Tied Teams Score, time changes noted, top batter, pitcher, MVP etc.

StatTrak is not designed for a two-computer operation. The Secondary Schools, National Fastpitch and Under 23 tournaments are essentially 2 distinct tournaments. Recording on two separate computers can be an advantage, but only if there are sufficient numbers to warrant two computers. While there are two computers at the Men's Open Club Tournaments because of entry numbers, all need to be exported and imported at the end of each day so that daily statistics can go on the noticeboard.

Please refer to the Stat Trak Manual (available for download from www.snz.org.nz) for detailed information on the operation of the Stat Trak programme. The information set out in this guide is intended as an update and a reinforcement of the Stat Trak Manual. Where information may differ between the two, please use the direction provided in this document.

Included in this guide are examples of the required reports and a list of Association codes. These codes will apply to all tournaments except the two Inter-Clubs (Open) and Secondary Schools Tournaments where you will be required to work out your own codes.

Any queries regarding the statistician information in this handbook, or statistics in general, feel free to contact me.

Elaine Karsten

SNZ Statistician

2) Equipment and Resources

a) Equipment

You should receive the following equipment for your Statistician role;

- i) A Laptop. Where possible this will be forwarded to you at least five days before the tournament. However, as the laptops are used at multiple tournaments throughout the season, this time frame may not be possible.
- ii) A printer. There is a printer located in each region. The Equipment Co-ordinator will liaise with the respective Deputy Chief Scorer to ensure there is a printer available for you.
- iii) A Memory Stick. The SNZ Statistician will send you a memory stick on which to load the relevant files. At the end of the tournament this will be sent back to the SNZ Statistician as part of your Statistician Tournament Report.

b) Stat Trak Programme

The Stat Trak programme that is used to record the statistics will be set up with standard options and input screens. You should not need to change any of this. Please don't without approval of the SNZ Statistician.

c) Tournament Folder

There should be a tournament folder set up for you on the laptop on the desktop. Save all of your files into this folder.

d) Master Documents

- i) Master documents have been loaded onto the laptop. When you need to customize these for use for your tournament, save them with a new file name that references the tournament. (eg U18B TT Scores or U23M Cut offs)
- ii) Do not save any changes to the Master Documents themselves.

3) Stats – Before the Tournament

a) Tournament Statistician at Managers Meeting

Please attend the Tournament Managers Meeting if possible. The Statistician generally doesn't need to speak other than to answer questions if asked.

Things that the Statistician will be aware of and may need to find out include:

- i) What awards there are and how / by whom they will be decided.
 - Top Batter, Pitcher, Home Run, RBI
 - MVP, Player of the Day
 - Sportsmanship Trophy (Formerly Dress Cup)

The STR should know what trophies are being awarded, e.g sportsmanship, and either they, or the Tournament Organiser will be able to provide this information.

- ii) If the selectors want anything different in the way of statistics (but don't look for work!)
- iii) Try to get copies of the return schedules so that you can start entering teams. Also make sure that you understand the eligibility ruling in regards to pick-ups versus regional selections.

b) Numbering Games

- i) In your Tournament Programme (or draw) number each game. When the scoresheet comes back from the Official Scorer, put the game number on it.
- ii) Keep the scoresheets in numerical order. When a game is requested for viewing, it becomes a simple matter of looking up the game number in the programme and extracting the scoresheet. It also shows very quickly if scoresheets are missing.

c) Return Schedules

- i) It will make your job easier if you are able to get copies of the Return Schedules emailed to you from the tournament organiser prior to the tournament starting date. This means that you only have to input some changes that may be made at the Tournament Meeting.
- ii) If you have not yet received the computer you will be using, you will need to enter them once you receive the computer. Save them onto your memory stick you have been sent by the SNZ Statistician.
- iii) The Tournament Chief Scorer will ask the tournament organiser to forward the return schedules to you. If you have not been able to access the Return Schedules please contact the SNZ Statistician.
- iv) At the Managers Meetings all teams are required to finalise their return schedules. Once these are finalized, take a copy of these and finalise the rosters, adding and deleting names as necessary and ensuring that shirt numbers are entered and correct. If the return schedules are unable to be copied at the Managers Meeting, use a smart phone or I pad to take a photo of each of the return schedules.

- v) Once the final schedules are entered into the computer, you will need to print out a copy of each roster to display in the Scorer's room and give another copy to the STR to be posted on the Tournament noticeboard. The selectors may also wish to have a copy of the rosters.
 - vi) If the STR is busy, it is the responsibility of the statistician to see that the rosters are displayed for all to see. This should be done half an hour prior to the first scheduled game.
- d) Setting Up Stat Trak
- i) Refer to the Stat Trak Manual for more detailed information on set up processes.
 - ii) However there are FOUR key points that we require you to follow and/or undertake;

POINT 1. Do not change any of the options or the input screens.

- iii) These have now been set up as standard on all Laptops for National Tournaments. Please do not change any of the categories or add any additional ones. It is only necessary to use Prs and PAB from the Batting Screen and B and S from the Pitching Screen.

POINT 2. Create the Game Type (in the following format)

- iv) Create the Game Type for the tournament by entering the year and name of the tournament in the following format:

(18/19 U15B)

- v) The Game Type is added by going to "Name Categories and Game Types" under "Tools".

POINT 3. Add the Teams (in the following format)

- vi) Add the teams from the Update Menu. The format of the team should be:

Long Name: **Season YY/YY, Tournament (Choose tournament name from the list below), Team Name (in full)**

Short Name: **Use the Association codes (listed below).** You may choose to use full association names (without the season and tournament name) as the short names. If you do this, make sure you are consistent – either use all code abbreviations or all Association names – not a mixture of both.

You will need to create codes for the Open Clubs and Secondary School tournaments. See note about creating codes.

Eg:

18/19 U15B Waikato and WK (short name)

18/19 SS B St. Peters College and SPC (short name)

- vii) Tournament Abbreviations

U15 B	Under 15 Boys
U18 B	Under 18 Boys
U23 M	Under 23 Men
NFC M	NFC Men
SS B	Secondary Schools Boys
OPEN M	Open Men

U15 G	Under 15 Girls
U18 G	Under 18 Girls
U23 W	Under 23 Women
NFC W	NFC Women
SS G	Secondary Schools Girls
OPEN W	Open Women

- viii) Association Codes 2018 –2019

Code	Area	Code	Area
AK	Auckland	NO	North Otago
CB	Canterbury	NZDF	New Zealand Defence Force
CO	Central Otago	OG	Otago
CM	Counties Manukau	RO	Rotorua
CV	Central Vikings	SC	South Canterbury
ES	Eastern Southland	SL	Southland
HB	Hawkes Bay	SP	Southern Pride
HO	Horowhenua	TW	Talrawhiti
HV	Hutt Valley	WBOP	Western Bay of Plenty
MB	Marlborough	WC	West Coast
MC	Mid Canterbury	WG	Whanganui
MD	Mainland	WN	Wellington

MW	Manawatu	WR	Waiarapa
NH	North Harbour	WK	Waikato
NN	Nelson		

ix) Composite Associations

Where two associations combine as one team (eg Counties Manukau and Waikato) use the combination of their codes. (CMWK)

x) Association Development or Second Teams

Where Associations enter a development or second team in tournaments add either a D or B to the Association code. (eg AKD for Auckland Development or WNB for Wellington B). Don't alter the code for their main (ie A Team) by adding an A.

xi) National Teams

From time to time national teams may enter tournaments. Use the following codes;

Code	Team	Code	Team
BS	Black Sox	WS	White Sox
JBS	Junior Black Sox	JWS	Junior White Sox
MSM	Major Sox (Men)	MSW	Major Sox Women
ESM	Emerging Sox (Male)	ESF	Emerging Sox (Female)
DSB	Developing Sox (Boys)	DSG	Developing Sox (Girls)

Keep the male/female differentiation for the teams as the situation has arisen where female national teams have completed in male tournaments and vice versa.

xii) Abbreviations for Club and Secondary School Tournaments

Because of the large variation in teams entering the Open Club and Secondary School tournaments, you will need to compile a list that makes sense for that individual tournament. Also consider that the codes you use will possibly go out in forms of media, including social media, so they need to make sense to a wider audience. Please supply a list of the codes that you used when sending in your report. When the draw is published by Softball

xiii) There are some guidelines that we ask you to follow for Open Club tournaments and Secondary Schools

(1) For Open Club tournaments;

- There are often multiple teams from different associations that are known by the same name. The more common ones are Cardinals, Dodgers, Marist, Saints, United. In these situations use the Association code followed by the same common abbreviation (eg HV Mar, AK Mar for Hutt Valley Marist and Auckland Marist)
- Don't use sponsor names as part of the abbreviated codes.
- If you know how a team is referred to in their home association, use that code, rather than making up a new one.

(2) For Secondary Schools;

- Most secondary schools will go by their initials – use these where possible until there are two with the same initials (eg Newlands College and Naenae College). In these cases use an extension variation in both (or all of them) Eg NWC for Newland College AND NNC for Naenae College. Don't use NC for one and the extension variation for the other. This will likely cause confusion.
- Only use B and G in the codes for Boys and Girls where the school has these words in their school name (eg Christchurch Boys High School). This is usually the situation for single sex schools. Don't include B or G in the codes for co-ed schools, even when there are both boys and girls schools competing. You can use the same code for both teams as they will only be competing in the tournament of the same gender

xiv) Provide a list of the codes besides the posted statistics on noticeboards to show the team names.

ACTION 4 Enter the rosters into each of the teams (player names).

xv) Player Name Formats

- Before entering any names please check the All Players database on the left-hand side on the Input Screen in StatTrak. Watch for shortened names, e.g. Joshua Kelly/Josh Kelly. Go for the one

listed in the data base as this has been the confirmed name.

- As happens from time to time, Associations and Managers still get name spellings wrong, so apart from Secondary Schools and U15 tournaments, most players will be on the national database. Please do not use nick names. Before adding a new player, please be absolutely certain they are not already there.
- Enter the First Name followed by Last Name. For neatness use lower case with initials in capitals. Also don't forget to add the shirt numbers.
- Additionally keep an eye out for female players who may have had a name change. If you change any names, you must keep a record of this and include a listing of it in your report to the SNZ statistician.

xvi) Other Fields

- At this stage you may not know the shirt numbers. This will probably something that you will need to enter after the return schedules have been signed off at the Managers Meeting.
- Enter Date of Birth if your tournament is an age grade tournament, enter the date of birth in this field
- Enter the Computer Number (if missing) into the Address1 field.

xvii) Rosters

Once you have entered all the teams and players, print out the rosters, showing the player numbers. Rosters are required to be displayed on a noticeboard before the end of the first game. Take copies of the rosters (one for you, the scorers room wall, and each of the selectors). Give the original to the STR/Tournament organiser to be displayed.

4) Stats – During the Tournament

- i) The Stat Trak Manual has detailed information on how to enter games. Make sure you are familiar with it. However to assist you we have provided some updates and reminders.

ii) Symbols

Some of the symbols used by StatTrak might not be familiar to you, so here are the main ones that are different to the symbols we use on our scoresheets.

PA	Plate Appearances
G	Game (the number of games played)
SO	Strike Out
BK	Balk (Same as our Illegal Pitch)
IP	Innings Pitched (NB NOT ILLEGAL PITCH!)
HB	Hit Batter (Same as our Hit Pitch)
R	Runs (Every time a runner crosses home plate safely)
OBP	On Base Percentage (Same as our Reach Base Ave)

All of these are straight forward. However as StatTrak does not calculate Reach Base and Sacrifices as we require, there are a few symbols that we use in a specific way.

iii) Game Entry Screen

Don't change the number that is generated at the top left hand side of the screen – this is the game number for this particular team.

- Enter the date in the format stated on the screen.
- Choose the game type.
- Enter the Park Name as the Game Location
- In the Game Notes enter the game information as follows

Line 1:	Tournament Game Number, Game Time (in minutes), Tied Team Score	#xx, xx Mins, TT xx-xx
Line 2:	Umpires: Include all umpires separated by a comma	Umps: X Xxxxx, Y Yyyyyy, Z Zzzzz
Line 3:	Scorers: Put the official scorer first and include the name(s) of any scorers who analysed the game as stats and if there was an electronic scorer.	Scorers: A Aaaaa, B Bbbb (Stats), C Cccccc (Elec)
Line 4:	Any other information, eg protests, forfeit, rain shortened.	

Example

#40, 116 Mins, TT Score 11-7

Use a blank points chart that is included with the Master documents on the computer to create a chart to record the Tied Team Scores.

iv) Specific Entry Situation Notes

(1) Blood Bin

When there is a blood bin, It is important to ensure that the player who is on the field gets the credit for the stats.

(2) Runs

Credit to the person who crosses home plate. This could be the Batter, DR or PR or Temporary Runner. This entry is a very good double check with runs entered into the game entry screen and runs against the pitcher.

(3) Sacrifices, Fielders Choices, Errors and Passed Ball Strikeouts

Use the following guidelines for entering these specific plays into Stat Trak.

Symbol	Situation	Enter
E	Whenever a batter reaches base on an error Where a batter reaches based when an out has been taken	PA and OE and RCH and RAB PA and RAB
FC	Whenever a batter reaches base on a Fielders Choice where there is NO out taken except for.... When the lead runner is safe on an error	PA and FC and RCH and RAB PA and OE and RCH and RAB
SH	Standard Sacrifice Hits and Sacrifice Fly	PA and SH
SHE	Sacrifice Bunts with an error (must have advanced a runner)	PA and SF and OE and RCH and RAB
SHFC	Sacrifice Bunts with a Fielders Choice (quite a rare play)	PA and SF and OE and RCH and RAB
KPB	Strikeout with the third pitch as a passed ball	PA and K and OE and RCH and RAB

(NB If any of these plays include an RBI, don't forget to record that as well.)

FC cannot be used for SHFC as StatTrak counts one PA for each SH and each FC. StatTrak analyses SH and SF differently for calculating Reached Base stats and the use of SF will generate incorrect stats!

v) Checking Scoresheets

- (1) Time taken checking scoresheets saves considerably on time later on when figures do not balance. Encourage scorers to check their own scoresheets before handing in. If all of the totals have been completed on the scoresheet and the scorer has cross checked – there should be few errors. See the Checking Scoresheets Handout to guide scorers as well as yourself.
- (2) Before transferring any figures from the scoresheet it is important to check that all the analysis has been completed correctly. RBI's, Earned Runs, correct number of Put Outs, Reach Base and part innings are the ones most often incorrect or omitted. See enclosed check list.
- (3) Once a scoresheet is handed in it should be checked by the statistician or another scorer. Asking other scorers, to check scoresheets can be a good learning tool as well as a time saver for the statistician. But make sure the person checking knows what to look for.
- (4) In addition to casting an eye over the checks set out in the Checking Scoresheets Handout, you should also check that Earned Runs, RBI's and Reach Base have been worked out correctly and any other scoring rules (eg Sacrifices and Fielders Choices have been scored properly).

vi) Correcting the Scoresheet

- (1) Any necessary changes in the Statistical Columns and Innings Summaries should be done in the same colour as the Official Scorer.
- (2) **Do NOT make any changes or highlighting on the game section of the scoresheet**
- (3) Changes are to be written on the back of the scoresheet. If there are significant errors or several errors photocopy the scoresheet, mark errors on the photocopy and attach to the original scoresheet.

Reason. Coaches, media, administrators, etc. use the Official Scoresheet. It looks unprofessional if there are highlighters/corrections on the official record.

- (4) If you find omissions or errors in scoresheets, it is preferable that you discuss these with your Chief Scorer rather than the scorer concerned. There are times that these are common mistakes and could be talked about with all scorers at the tournament.
- (5) It is acceptable to ask a scorer to fix a minor omission, such as an RBI or a SB without going to the Chief Scorer. However it is a major issue, the discussion must be had by the Chief Scorer.
- (6) Reconstructing Earned Runs can be done in pencil by the Official Scorer/Statistician. Once checked, the Statistician should erase them.

vii) **Completing the Game**

- (1) After you have entered the individual statistics you will be able to check to make sure everything balances by clicking on the Team Totals. It will give you the team total for all the fields you have entered. These should be checked against the scoresheet. It is easy to total the Statistical Column on the scoresheet (either on the scoresheet or in your head) to check against the team totals.
- (2) StatTrak performs some error checking and will give you some error messages (e.g. ABs exceed PAs, Runs don't balance).
- (3) Once you have finished entering the game in Stat Trak, copy the required entries into the Manual Checksheet. This sheet is used for the end of round and end of day checks.
- (4) After you are confident the game has been entered and the Manual Checks sheet has been completed, mark the scoresheet in some way to show that it is entered. Common ways are an initial at the top left hand corner of the scoresheet or using a stamp (eg ENTERED, COMPLETE or even a Smiley Face).

viii) **Checks and Balances**

- (1) Make sure you balance at least every day, but preferably after each round. While doing this may seem to be time consuming, finding a missed figure in 3-4 scoresheets within one round is a lot easier than trying to find it looking at 15-20 scoresheets at the end of the day – or even every scoresheet at the end of the tournament when you are required to balance your figures.
- (2) There are two documents on your laptop that you should use to undertake these.
- (3) In Stat Trak highlight all teams. Go to reports and create a batting report. Copy the figures (hint you can use the Print Screen option or Snipping Tool on the laptop) into the spreadsheet in the appropriate line. Do the same with the pitching report and fielding report. If all of the figures match, then you know all of the figures is correct. If they don't then you will need to go back over the scoresheets to find the discrepancy.
- (4) Some common areas where discrepancies may exist
- (5) Differences between the innings pitched and the numbers of outs (particularly with part innings)
- (6) Differences between stolen bases in the batting and stolen bases in the catching summary
- (7) Differences in figures in the batting (eg BB, K, H) and the pitching summary

When these checks have been done and all figures balance, then you know that anything you put out to the noticeboard or selectors is correct.

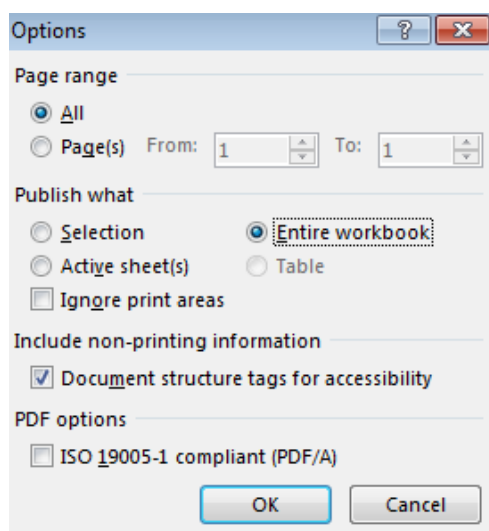
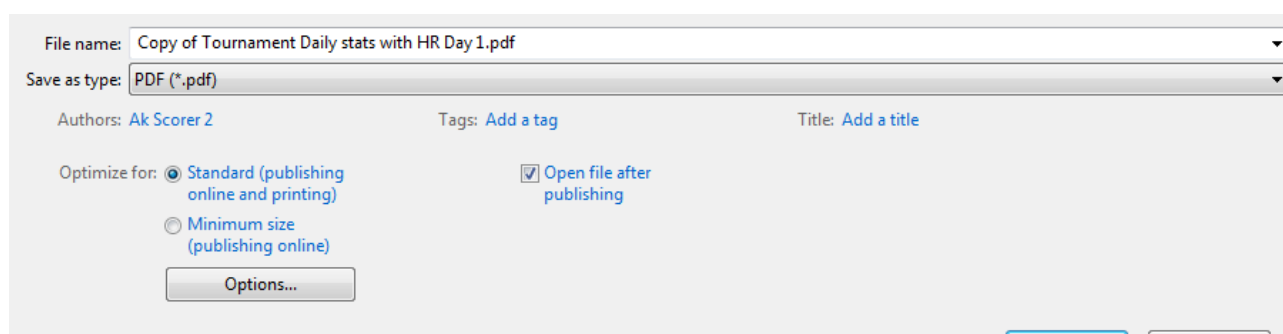
ix) **Export Tournament Information**

Export your Tournament information onto your memory stick each night **USING THE EXPORT TEAM OPTION** on stat trak to save the info in case of any problems that may arise. (Don't forget to change the disk drive to the Removable disk: when you are exporting on to a Memory Stick)

5) **Stats – Daily Reports**

- i) It is your responsibility to provide, on a daily basis, the stats required for tournament notice boards – Top Batter, Top Pitcher, RBI's and Home Runs (HR only done for U18 Upwards)
- ii) There are reports set up in Stat Trak for the Daily Reports.
 - (1) Top Batter
 - (2) Top Pitcher
 - (3) RBI's
 - (4) Home Runs
- iii) In Stat Trak, select all teams. Select the report you need (as in the list above). Use the copy to clipboard function in the tools menu.
- iv) Paste this into a blank spreadsheet.
- v) Delete out the players who do not make the team's cut off (There is a worksheet on the computer that works this out for you).
- vi) **Note:** Daily Statistics from the previous day must be posted on the tournament notice board **BEFORE THE END OF THE FIRST SCHEDULED GAME**
- vii) Early in the Tournament it might not be possible to display some of the Reports due to not enough

- pitchers qualifying or embarrassingly high ERAs. Use your discretion.
- viii) You will find a folder specific to your tournament on the Desktop of each Laptop where you will find the spreadsheets to be used to record the above information on. There is a file for each day of the tournament.
 - ix) DO NOT change the original documents – you will need them for the next day. Instead save it as another file name that identifies your tournament and use that.
 - x) A copy of daily stats also to be sent to Eugene Gilbert (eugene@softball.org.nz) at Softball New Zealand for the Website. NB: Day 4 Stats or the last day if Tournament is a longer one, must also be sent to Softball New Zealand for the Website within 48 hours of the Tournament ending.
 - xi) The Daily Statistics must be saved and sent as a PDF document to Softball New Zealand. The instructions for saving as a PDF are as follows;
 - (1) Go to Save As in the File Menu
 - (2) Change the name to one specific to the tournament (eg U18 Boys Daily Statistics day 1)
 - (3) In the Save As Type box below the file name find PDF and select this (don't choose save yet)
 - (4) Below you will see an "Options..." box – select this
 - (5) Choose "Whole workbook"
 - (6) Choose OK
 - (7) Now choose save
 - (8) The file should have saved into the same folder that the spreadsheet is located in.



- i) **Cut Offs** - these must be calculated correctly. There is a worksheet on the laptop that will help you with calculating the cut off points.
- ii) **Top Batters**
For **Each** Team:
 - (1) Find the batter with the highest PA
 - (2) Find 60% of this. (eg 25 PA x 60% = 15 PA is the cut off)
 - (3) Only Batters in that team with 60% or higher (eg - 15 PA or more) will be eligible for inclusion in the top batters list.
- iii) **Top Pitchers**
For **Each** Team
 - (1) Add **ALL** Batters Faced for all the pitchers who have pitched in the team (e.g. 110)
 - (2) Find 40% of this figure (e.g. 110 x 40% = 44)

- (3) Only Pitchers in that team who have faced 40% (e.g. 44) may be included in the list.
- iv) NB – if your cut offs when calculated are not a whole number (eg 33.3), take them up to the next whole number (Don't round down). Remember to reach the cutoff ,the batter/pitcher must have reached that as a minimum. If the cutoff is 33.3 then, if they only have 33 Plate Appearances or Batters Faced then they haven't reached the minimum.

6) Stats – After the Tournament

i) Tournament Trophies

All games must be included in final statistics when establishing these winners. Care must be taken to ensure they are awarded to the rightful recipients.

ii) Export Tournament Information

Export your Tournament information onto your memory stick each night **USING THE EXPORT TEAM OPTION** on stat trak to save the info in case of any problems that may arise. (Don't forget to change the disk drive to the Removable disk: when you are exporting on to a Memory Stick)

iii) End of Tournament

Total all teams (Batting, Pitching, Fielding) Don't forget to set your cut-off minimums. Once done DO NOT PRINT OUT. These can be added to the memory stick. **NB: Must be in XL Format – NOT PDF**

iv) Double check all your totals are correct

- (1) Total Innings pitched x 3 should equal the total number of put outs.
- (2) Total Wins and Losses for the teams' pitchers must equal the number of games played. Runs For must equal the total number of runs scored by in the batting stats.
- (3) Runs Against must equal the total number of runs included in the pitching stats.

v) Save onto the Memory Stick

- (1) When you are confident all the information in StatTrak is complete and balanced use the enclosed Memory Stick to store the data.
- (2) Only use the **Export Teams Function under the File Function** on the toolbar. Exporting is described in the StatTrak Manual (do not forget to select **drive Removable Drive/Disk** to specify the location to save to)

vi) Please return the following with your report **within 5 Days of the tournament end.**

- (1) All Scoresheets.
- (2) Completed Tournament programme
- (3) Daily Top Batters, Pitchers etc.
- (4) Statistician's Report which includes A Tournament Top Batter, Pitcher, Catcher and MVP
- (5) Balanced Individual Team's Batting, Pitching and Fielding.
- (6) Balanced Check Sheet
- (7) Do not print out any of the above, but put items 3 -6 on the Memory Stick
- (8) A photocopy of the Return Schedule & if possible Birth Certificate

vii) If there is some reason why this cannot be accomplished within the requested time frame, please contact the NZ Statistician as soon as possible.

Section D Electronic Scoring

The function of electronic scoring is to provide live play by play action through the Softball New Zealand website.

Electronic scoring is undertaken by scores alongside official scorers undertaking paper scoring at selected Softball New Zealand fixtures.

The current practice is for all games at the National Fastpitch Championships to be electronically scored and the championship final of all other tournaments.

1) National Fastpitch Championships

- i) An IT Chief Scorer will be appointed to the National Fastpitch Championships to co-ordinate the electronic scoring and work with the Tournament Chief Scorer in making appointments.
- ii) When making appointments the following should be taken into account;
 - (1) Electronic scorer appointments must be accredited electronic scorers or scorers who have applied for accreditation and undertaking the accreditation processes at the tournament.
 - (2) Electronic scorers should still be available and appointed to paper scoring
 - (3) Electronic scorers should be accepting of the need to follow the lead of the paper scorer in decision-making
 - (4) Electronic scorers should have an Ipad that is capable of streaming without any venue based wifi (either by 3G/4G or hotspotting).
 - (5) The power capacity of devices for the day
 - (6) Scorers need to send links to games prior to the start of each game
 - (7) Scorers need to be able to export games immediately at the end of each game
- iii) The NZSSA Electronic Scoring Policy should be referred to in regards to the duties of the IT Chief Scorer and the Electronic Scorers.

2) Other National Tournaments

- i) The championship final is to be electronically scored by an accredited scorer. To enable this to be viewed the following steps must be followed;
 - (1) The Electronic Scorer will need to create teams in i-Score using team manager (possible final teams can be created and deleted later if not in the final). Use the association name and season (eg Auckland Under 18 Boys 2018-9)
 - (2) The Electronic Scorer undertakes an export in the Options Manager in i-Score
 - (3) The Electronic Scorer creates a trial team website on the iscore administration site for one of the teams in the final. It probably should be the first team that makes the final. (This only needs to be done for one of the teams)
 - Go to my.iscorecentral.com and enter the device ID and password
 - Select the team concerned
 - In the team info box, there will be a button for "New Team Website" select this. It will ask you to choose the team and check availability for the site.
 - If it is available – choose the Free Trial option.
 - (4) Creating a team website means that viewers using mobile devices do not need to pay to view the game.
 - (5) A link to the game needs to set up.
 - The Chief Scorer should ascertain from the Tournament Organiser whether there is a website, facebook page that is providing tournament updates. If there is, obtain the email address of the person updating the website/facebook page.
 - Once the two final teams are known, the electronic scorer emails the scorecast link to Eugene Gilbert and the tournament webmaster. Ensure that the email has information in it that defines what the tournament is, who is in the final and the time it is starting. The email generated by i-Score will be in the format of an invitation to view a game – but it should be added to with information along the lines of "Here is a link to the final of the National Under 18 Boys tournament, Auckland vs Canterbury starting at 1pm. Can you please post this to the facebook page and website."

Section E – Templates

Copy and paste these templates into emails or documents as appropriate.

Please ensure that you customize the template for the situation. Places where you will need to enter your specific information are included in brackets <such as these ones>.

1) Email to all Tournament Chief Scorers

Dear <TCS>

The scorers for the <name of tournament> tournament to be held at <tournament location> where you have been appointed as Tournament Chief Scorer have been finalised pending the final entries.

Please find attached the list of appointed scorers for the tournament with their contact details, travel and accommodation requirements.

Please make contact with the scorers in your team as set out in the Tournament Guide: Section 1: Pxxx.

The following scorers will need to be assessed during the tournament. I recommend you personally contacting those sitting qualifier and badge examinations to make sure they are aware of what will be required of them, and to put them at ease as much as possible.

Can you also please make contact with the <Tournament Host> Association in regards to the arrangements for scorers, which we have also set out in the Tournament Guide.

Closer to the tournament, you will be sent the draw as well as final scorer travel and accommodation details. Should any problems occur either before or during the tournament please contact <region panel member> as the relevant panel member for this tournament.

Good luck for your tournament.

2) Draft Email Template to Send to Tournament Scorers

Kia ora koutou.

You will be one of our team of scorers at the < *tournament name* > tournament to be held from < *tournament start date* > to < *tournament end date* > at < *tournament venue* >. Please double check that you are available full time for each day of this tournament. If you are not, please get in touch with me as soon as possible.

Travelling scorers will receive details of your travel and accommodation closer to the tournament. If you are flying in and will need transport to and from the airport and between the park and accommodation please let me know.

Can you please send me your mobile number or another number that you will be able to be reached at during the tournament.

Please make sure that you have the correct uniform to wear while scoring. If you do not have one of the current official uniform items you should wear a plain white top (preferably polo shirt or collared) with plain black bottoms (trousers, shorts, skirt). Shoes should be black, white or grey and should have a back heel (ie no jandals or heel less sandals). Scorers sitting exams should also wear white and black.

Please note that all SNZ tournaments are smokefree and there will be no smoking permitted within the tournament venue. If you are a smoker, you will be required to smoke outside the venue, and not wearing any scorers' uniform item. Therefore you will need to bring alternative clothing to put on.

I will contact you prior to the start of the tournament with the time of your first game. Please make sure that you arrive at least 45 minutes before your first game to familiarize yourself with the venue and check for tournament specific arrangements (eg return of balls, diamond layout). Those sitting qualifying and badge exams should arrive an hour before the first game, where we will have a briefing with you.

Include this if catering is being arranged.....

The < *Association name* > Association has offered to arrange catering for the tournament for officials. This will consist of < *list what it will be* >. In these circumstances it is customary for your daily allowance of \$100 to be paid directly to the catering team to cover this. If you do not wish to take advantage of this and cater for yourself, please let me know as soon as possible.

Attached is the Emergency Contact Form and the Code of Conduct (see xxxx). Please complete and email back to me (with signatures) or bring to the tournament on the first day.

If you have any questions or problems, please get in touch with me as soon as possible.

3) Draft Email Template to Send to Examinees

Tena koe <scorers name>

You are scheduled to sit your <qualifiers/badge> exam and will be one of our team of scorers at the < tournament name> tournament to be held from <tournament start date> to <tournament end date> at <tournament venue>. I'm looking forward to having you with us.

Please double check that you are available full time for each day of this tournament. If you are not, please get in touch with me as soon as possible.

Include if a travelling scorer <Travelling scorers will receive details of your travel and accommodation closer to the tournament. If you are flying in and will need transport to and from the airport and between the park and accommodation please let me know.>

Can you please send me your mobile number or another number that you will be able to be reached at during the tournament as well as before the tournament.

Can you please be at the tournament venue, <name of park> by 8am on the first day of the tournament.

You will be scoring one exam game each day, as well as at least one other game each day. I've included an Examinee Checklist so you can be aware of the types of things we want to see that you are able to do.

Try not to be nervous about this, (I know it's easy to say), but remember all of the scorers at the tournament have been in the same situation as you and we're all here to help you.

Please make sure that you have to wear as a uniform while scoring a plain white top (preferably polo shirt or collared) with plain black bottoms (trousers, shorts, skirt). Shoes should be black, white or grey and should have a back heel (ie no jandals or heel less sandals).

Please note that all SNZ tournaments are smokefree and there will be no smoking permitted within the tournament venue. If you are a smoker, you will be required to smoke outside the venue, and not wearing any scorers' uniform item. Therefore you will need to bring alternative clothing to put on.

Include this if catering is being arranged.....

The <Association name> Association has offered to arrange catering for the tournament for officials. This will consist of <list what it will be>. In these circumstances it is customary for your daily allowance of \$ 100 to be paid directly to the catering team to cover this. If you do not wish to take advantage of this and cater for yourself, please let me know as soon as possible.

Attached is the Emergency Contact Form and the Code of Conduct (see xxxx). Please complete and email back to me (with signatures) or bring to the tournament on the first day.

If you have any questions or problems, please get in touch with me as soon as possible.

4) Draft Email Template to Send to Team Scorers sitting their bar

Kia ora koutou.

I understand that you have applied to sit your bar exam as a team scorer at the <tournament name> tournament being held in <Province> this season.

The requirements for scorers such as yourself that apply to do this are;

- That you submit a copy of one of your games (preferably analysed) each day
- You make yourself available for one other exam game (not involving your team) and
- You are of badge holder standard.

Can you please make contact with me either on the first day of the tournament or when you are aware of a draw so we can discuss the games you will hand in and the exam game you'll sit. It will be more convenient if you are able to join in with other exam games, which are the first game of each day. However if this is not possible, we can look at accommodating you in another game.

Can you please confirm with me the team that you will be scoring for and also please send me your mobile number or another number that you will be able to be reached at during the tournament.

Feel free to come into the scorers room at any stage to touch base, have a cuppa or to have time out.

I've attached a copy of the Examinations Policy for your reference.

If you have any questions or problems, please get in touch with me as soon as possible.

Section F – Tournament Reports

1) Tournament Report - Tournament Chief Scorer

To be emailed to the Softball New Zealand Chief Scorer within 5 days of the end of the tournament (e.natana@xtra.co.nz) with attachments listed.

Copy this report and checklist, fill it out, and return it as your report. Don't forget to include the items listed in the checklist.

Name of Tournament	
Venue	
Tournament Chief Scorer	
STR	
Examinees <i>Please list with exam (Qualifying or Badge) and indicate pass/or fail.</i>	
Scorers Assessed for Bar Exam <i>(include official scorers and team scorers)</i>	
Was the Tied Team formula needed for any placings? <i>If Y – please scan and attach the workings.</i>	Y/N
What worked well in the tournament?	
What room is there for improvement in the tournament?	
Are there any issues for concern with any scorers? <i>(Please provide details)</i>	
Was there any particular scoring rule/practice that caused issues across the tournament <i>(not isolated instances but repeated instances)? (Please provide details)</i>	
Were there any other issues or concerns not covered above? <i>(Please provide details)</i>	

Please attach an electronic version of the following (Scan hard copies if necessary)

- ☐ Your tournament appointments for each day
- ☐ A copy of the allowance sheet - Note – the STR may do this, but the SNZ Chief Scorer needs a copy
- ☐ Return completed examinees application forms indicating pass or fail (also send notification of the pass/fail to the Qualifications Co-ordinator).
- ☐ All exam games, notes. Etc.
- ☐ A checklist for examinees and bars for all scorers who they were filled out for.
- ☐ Tied Team Workings

2) Tournament Report - Tournament Statistician

To be posted to the Softball New Zealand Statistician within 5 days of the end of the tournament

Fill out this page and include on the memory stick as your report. Don't forget to include the items listed in the checklist.

Tournament Name	
Tournament Venue	
Tournament Dates	
Tournament Organiser	
Softball Tournament Representative (STR)	
Chief Scorer	
Statistician	
Top Batter (PA, H, B Ave)	
Top Pitcher (Inn, ER, ERA)	
Top Catcher	
MVP	
Statistician Facilities	
Problems <i>(is there anything you feel could be improved on)</i>	
Comments/Suggestions	

3) Statistician Checklist

Tournament

Year

Please Return the following to the NZ Statistician. Along with this checklist.

Complete and save to the memory stick

THESE MUST BE RETURNED WITHIN 5 DAYS AFTER TOURNAMENT COMPLETION

Please Type Y when complete

- 1 **Memory Stick containing FULL stats of tournament EXPORTED FROM STAT TRAK and save to memory stick**
- 2 If you used the tournament worksheet with the points chart and Draw completed
Save this to the Memory stick.
- 3 ALL SCORESHEETS
Numbered to correspond with the completed programme of Worksheet
- 4 List of Top 10 Batters and Top 5 pitchers
To be completed after the final game **(Save to memory stick)**
- 5 Completed Statistician Report. (Found in Statistician Form on Laptop)
(Save to memory stick)
- 6 Final Batting/Pitching/Fielding Reports for each team in EXCEL Format
(This can be done on one workbook with a separate sheet for each team and all three on one sheet.) **(Save to Memory stick do not print them)**
- 7 Copy of Return schedules
- 8 Copy of Birth Certificates If Possible
- 9 Completed Final Balance Sheet (Found in Statistician Forms On Laptop)
Save to Memory Stick

4) Tournament Reports – Final Team Statistics Report Sample

The final report for each team is produced in Excel by exporting reports from Stat Trak. When the report is created from Stat Trak it is important to set the minimum plate appearances (ie the cut off) for each team. All of the batting, pitching and fielding statistics are then copied into one spreadsheet (per team). One workbook can be created for the tournament with a different team on different worksheets within the workbook.

Batting Statistics																					
Blacksox 2018																					
Czech Tour																					
Player	G	PA	AB	BB	SH	SF	HP	CO	H	2B	3B	HR	RBI	SO	SB	CS	OE	FC	R	OBP	BA
Ben Enoka-89	12	40	35	4	1	0	0	0	16	0	0	5	11	4	1	2	1	0	13	.538	.457
Jerome Raemaki-6	12	39	32	5	0	1	1	0	14	1	0	2	8	8	0	0	3	0	8	.590	.438
Campbell Enoka-28	12	32	26	5	1	0	0	0	10	0	0	2	7	7	0	1	0	0	11	.484	.385
Thomas Enoka-20	12	43	35	8	0	0	0	0	11	2	0	2	14	5	0	0	0	0	8	.442	.314
Cole Evans-47	11	37	30	4	1	1	1	0	9	1	1	2	5	6	1	0	1	0	9	.417	.300
Joel Evans-3	12	39	31	5	2	0	1	0	9	0	0	1	5	8	0	2	0	0	8	.405	.290
# 26 PA's																					
Eruera Drage-13	1	2	2	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	.500	.500
Joseph Ferriso (Jnr)-9	10	19	15	3	1	0	0	0	7	2	1	0	4	6	0	0	0	0	9	.556	.467
Reilly Makea-99	10	24	22	2	0	0	0	0	9	1	0	2	7	4	0	1	1	0	6	.500	.409
Kallan Compain-17	8	18	17	1	0	0	0	0	6	1	0	0	5	5	0	0	1	0	1	.444	.353
Pita Rona-25	6	14	12	1	0	1	0	0	4	0	0	1	3	6	0	0	1	0	3	.429	.333
Rhys Evans-4	8	19	17	1	0	0	1	0	5	0	0	1	3	4	0	0	0	0	4	.368	.294
Zane Van Lieshout-73	10	20	15	3	0	0	2	0	3	1	0	1	5	8	0	0	0	0	3	.400	.200
Jackson Watt-24	9	22	19	2	1	0	0	0	3	0	1	0	3	4	0	0	0	0	2	.238	.158
TOTALS	12	368	308	44	7	3	6	0	107	9	3	19	81	75	2	6	8	0	85	.457	.347
Pitching Statistics																					
Blacksox 2018																					
Player	G	BF	W	L	IP	SO	BB	R	ER	H	2B	3B	HR	WP	HB	Bk	ERA				
Nik Hayes-18	5	91	4	0	26	50	6	2	2	8	1	0	1	1	0	0	0.54				
Campbell Gibson-33	4	69	2	2	15	12	5	8	7	21	3	0	1	2	0	0	3.27				
Eruera Drage-13	5	46	1	0	10	16	8	7	5	7	1	1	0	1	0	0	3.50				
Daniel Chapman-10	5	95	2	0	21	32	13	12	11	16	1	0	4	3	4	0	3.67				
Pita Rona-25	1	8	0	0	1	4	2	3	3	2	0	0	0	2	0	0	21.00				
TOTALS	12	309	9	2	73	114	34	32	28	54	6	1	6	9	4	0	2.68				
Fielding Statistics																					
Blacksox 2018																					
Player	G	A	PO	E	PB	SB	CS	FA													
Zane Van Lieshout-73	10	2	63	0	1	10	0	1.000													
Thomas Enoka-20	8	2	10	0	0	0	0	1.000													
Joseph Ferriso (Jnr)-9	7	7	3	0	0	0	0	1.000													
Campbell Enoka-28	11	0	7	0	0	0	0	1.000													
Rhys Evans-4	7	5	2	0	0	0	0	1.000													
Kallan Compain-17	7	3	51	1	1	2	3	.982													
Joel Evans-3	12	14	14	1	0	0	0	.966													
Jerome Raemaki-6	7	2	21	1	0	0	0	.958													
Cole Evans-47	11	12	9	1	0	0	0	.955													
Reilly Makea-99	8	0	12	1	0	0	0	.923													
Ben Enoka-89	11	0	5	1	0	0	0	.833													
# 7 Games																					
Eruera Drage-13	6	3	5	0	0	0	0	1.000													
Jackson Watt-24	6	0	3	0	0	0	0	1.000													
Daniel Chapman-10	5	2	0	0	0	0	0	1.000													
Pita Rona-25	5	2	14	1	0	0	0	.941													
Campbell Gibson-33	4	2	0	1	0	0	0	.667													
Nik Hayes-18	5	0	0	0	0	0	0	.000													
TOTALS	12	56	219	8	2	12	3	.972													

5) Stats - Final Cross-Check Balance Sheet

Team Name	Report Printed				Pitchers		Fielders		Team		Pitcher				Team	Batting		Team	Verified
	Batting	Pitching	Fielding	Games	IP	IP*3		PO	W	L	W	L	Runs		Runs Against	Runs Scored		Runs For	
Team 1						0	=							=			=		
Team 2						0	=							=			=		
Team 3						0	=							=			=		
Team 4						0	=							=			=		
Team 5						0	=							=			=		
Team 6						0	=							=			=		
Team 7						0	=							=			=		
Team 8						0	=							=			=		
Team 9						0	=							=			=		
Team 10						0	=							=			=		
Team 11						0	=							=			=		
Team 12						0	=							=			=		
Team 13						0	=							=			=		
Team 14						0	=							=			=		
Team 15						0	=							=			=		
Team 16						0	=							=			=		
Team 17						0	=							=			=		
Team 18						0	=							=			=		
Team 19						0	=							=			=		
Team 20						0	=							=			=		
Team 21						0	=							=			=		
Team 22						0	=							=			=		
Team 23						0	=							=			=		
Team 24						0	=							=			=		
Team 25						0	=							=			=		
					A	E		B	D	D	A	A	A		D	C		D	
Total Balancing					All Teams Pitching			=	All Teams Batting			Legend A From the Pitching report B From the Fielding report C From the Batting report D From the Team Standings report E Calculated							
					BF				PA										
					BB			=	BB										
					HB			=	HP										
					H			=	H										
					2B			=	2B										
					3B			=	3B										
					HR			=	HR										
					K			=	K										

6) Tournament Allowances Form

Tournament:

Venue:

Dates:

[illegible]

Abbreviations:

CS Chief Scorer

OS Scorers

STAT Statistician

TRAVEL

Air (If not booked by Softball NZ and must be pre-approved by the tournament Co-ordinator for reimbursement)

75% of Economy airfare -Ticket must be produced

100% of Thrifty airfare -Ticket must be produced

Car Equivalent to return fare rail/coach from Home Association to Tournament City paid as follows:

NB: Travel Allowance to be paid to Car Owner, not Passengers

1 person in car 1 allowance

2 persons in car 1 and a half allowance

3 or 4 persons in car 2 allowances

For All Tournament Scorers \$10.00 per day – Food Allowance

SNZ Allowance	\$10.00 for Chief Scorer & Statistician(s)
---------------	--

Accommodation (if not booked and paid for by SNZ and indicated in tournament application)

\$40.00 per day

Part G Tournament Guidelines

1) Daily Allowances and Catering At Tournaments

The basic daily allowance per day at Softball New Zealand National Tournaments is \$10 per day per scorer. The purpose of this is to meet some of the meal and other costs that scorers may incur as a result of officiating at SNZ tournaments.

It has become the practice at some tournament venues for host associations to arrange catering/meals for scorers in addition to providing the usual tea and coffee supplies. When this has been done, it has become customary for the cost of the catering to be covered by the basic daily allowance.

All host associations are asked to provide basic tea and coffee making facilities for officiating scorers. However it is not compulsory, nor should it be expected that other catering services will definitely be provided. Where they are provided, the following guidelines should be followed;

- The offer of provision of catering should be notified to the Tournament Chief Scorer along with a rough guideline of what it will entail and cost. This should be done at the earliest possible opportunity and no later than one month before the start of the tournament. If there is scope for special diet allowances (eg gluten free, vegetarian, diabetic) this should be mentioned as well.
- When Tournament Chief Scorers are informed of this, they should contact all appointed scorers as soon as possible and ascertain whether they want to participate in the tournament catering provision. In doing so, Chief Scorers should clarify what the catering will consist of and the cost of it/payment arrangements. (eg it will be sandwich and roll making ingredients with fruit, biscuits, cake and will cost the basic allowance of \$10 per person per day which will be paid directly to the caterer).
- If over half the scorers would prefer not to have catering provided, then it is probably a good idea to decline the offer of catering and inform all scorers that they will be self-catering.
- Where catering is provided, it will be optional to scorers to 'buy in' to the catering arrangements. Where scorers chose not to opt in, they should still be able to avail themselves of tea, coffee and other refreshments that would normally be provided for scorers. Tournament Chief Scorers should have a discussion with the provision of the catering to ascertain what are the basic tournament provisions and what are the 'catered' provisions.
- Where catering is provided, scorers who chose not to opt in and visiting scorers should remember that the majority of the food has been paid for by individual scorers and only partake in basic refreshments (ie tea, coffee and usually biscuits) unless invited to.
- Where scorers are bringing their own food and placing it in communal refrigerators, it should be named to avoid it inadvertently being eaten.
- If the cost of catering will cost more than the \$10 per day, then this should be communicated to scorers as soon as possible with what the additional cost will be.
- Refund payments should be made where the cost of catering is less than the sum total of the daily allowances paid for food.

2) Tournament Host Associations – Scorer Requirements

To assist in the success of the National Tournament that your Association is hosting please find a list of requirements that the scorers will need to effectively carry out their role. This sheet is also included in the SNZ Scorers Tournament Guide.

Identified scorers room

There needs to be a separate room allocated to the scorers. This needs to accommodate official scorers who will need to write up scoresheets and analyse games, the tournament Statistician(s) who will be working the majority of each day in the room and the tournament Chief Scorer who may need to mark and discuss exams if there are any examinees.

This room needs:

- Good lighting
- To be large enough to accommodate the number of Official Scorers
- Tables and chairs to accommodate all the scorers and examinees
- A separate reasonable sized desk for the Statistician (s) (Secondary Schools Div 1, Mens Open and Womens Open tournaments usually have two statisticians appointed.)
- Reliable power supply (Statistician's computer and printer)
- Well ventilated (Statistician will be spending 80% of the day in this room)
- Ability to secure room when not occupied – this is critical – the statistician has several thousand dollars worth of computer equipment, which needs to be looked after.
- Tea and coffee making facilities
- Internet access if possible. (NB for the National Fastpitch Tournament, this is a definite requirement to enable updates to games to be posted.)

On Diamond Equipment

It would be helpful if you are able to supply desks and chairs on all diamonds. If this is not possible, could you please inform the Tournament Chief Scorer as soon as possible to allow time for scorers to be notified that they need to supply seating.

If you are in a position to supply a form of shading or weather protection it would also be appreciated. There are instances where scorers are required to score back to back games, and up to four hours in hot sunlight or wet weather is not always the healthiest of environments.

Photocopying

There needs to be a photocopier available at the tournament. In addition to the customary photocopying of scoresheets for teams, access to a photocopier will be needed by the Chief Scorer for the copying of team sheets and scoresheets for examination purposes. Any game commentaries will also likely need team sheets to be photocopied.

At the very least A4 paper is required, and if available, A3 paper is useful for photocopying scoresheets. Can you please advise the Tournament Chief Scorer if there will be any charge for the photocopying of completed scoresheets for teams, and what the charge will be.

Scoresheets

Please make sure you have sufficient scoresheets for the tournament. You will need to allow for at least 50% more than the number of games. This is to allow for games that go extra innings, and for any exams there may be at the tournament.

Communication

Please keep the Tournament Chief Scorer informed on the following issues:

- Date, time and location of the Manager's meeting
- The draw
- Any other tournament issues

Programmes

Please supply a programme per scorer appointed as well as an extra programme for each of the Tournament Chief Scorer and Statistician(s). These appointments are required to supply a programme with their completed tournament report.

Noticeboard for Statistics and Rosters

Please ensure that you have noticeboard space for team rosters and daily statistics to be displayed. There will be a minimum of four A4 sized statistics pages each day; double that for the National Fastpitch, Under 23 and Secondary Schools Division One tournaments. Team rosters for all teams are required to be posted and on display by 1pm on the first day of the tournament.

Return Schedules

When you have received the return schedules for the tournament it is of great assistance if you are able to send a copy of these to the Tournament Statistician.

Tournament Bars and Badges

When Softball New Zealand sends you the tournament bars and badges, the bars for the scorers (and umpires) as well as any scorers badges will be included. Can you please liaise with the Tournament Chief Scorer to ensure that the required bars are passed on.

National Fastpitch Tournament

At the National Fastpitch Tournament, all games are also electronically scored in addition to the usual paper scoring. This will mean there will be additional scorers appointed to the tournament as well as a scorer responsible for co-ordinating the electronic scoring functions.

In order to provide the live updates that electronic scoring provides, internet connections are needed. It is extremely helpful if scorers are able to utilize existing wi-fi connections at the venue rather than relying on data plans on individual devices. At the very least the ability for the Electronic Chief Scorer to access wi-fi would be recommended as they are required to load links and reports for every game onto the Softball New Zealand website.

Additionally as mentioned in on-diamond facilities, there will be two scorers appointed to every game at this tournament.

Travelling Scorers

If you do not have a local scorers association/contact you may be contacted about the ability to meet travelling scorers who arriving by air. These scorers will not have transport to/from the airport and also to the park each day from their accommodation. If you have someone in your association able to assist with this, it would be very much appreciated.

If you are able to communicate with the Tournament Chief Scorer prior to the tournament to ensure that our scorers requirements are met, it would be very much appreciated.

3) Tournament Guide - Checking Scoresheets

The following checks should be done to ensure that the analysis of a scoresheet is correct.

- Prove the box score - this will pick up most errors (but not all errors).
- Total the batting, fielding, pitching, end of innings analysis and catching in red on the bottom line of each area (last column of the end of innings analysis)
- Remember that the POs figure is found by adding up the PO column in the fielding analysis from the opposite side of the scoresheet. (NOT by multiplying the number of innings by 3!)
- The Box Score total should equal the total BF by all pitchers on the opposing team, and also the total of the IB column. (If the box score doesn't balance this check will show you which side of the box score total is wrong).
- The PO's should equal the number of times the team batted, times the number of out per innings (be careful with partly completed innings).
- If there have been any batting changes, make sure that all the batting analysis has been split (and don't forget PRs and DRs).
- If there have been any fielding changes, make sure that the fielding analysis (especially pitching and catching), has been split.
- If there has been more than one pitcher on one side, that the pitching analysis has been split and that there is one pitcher on each side credited with the win or loss.
- Check RBIs by counting the runs in the body of the scoresheet that qualify as RBIs, and then make sure that this equals the total of the RBI column.
- Count the dots in the Earned Runs in the body of the scoresheet, and make sure that the correct number have been charged against the pitchers.
- The total BB, HP, H, 2B, 3B, HR and Ks in the pitchers stats should equal the total of the BB, HP, H, 2B, 3B, HR and K columns on the other side of the scoresheet.
- The total BB, H and Ks in the pitchers stats should also equal the total of the BB, H, and Ks at the bottom of the innings columns on the other side.
- Check that all Assists and Errors have been transferred to the bottom of the innings and then to the fielding stats (It is a good idea to count the E's in the body of the scoresheet).
- Check that if there has been a Designated Runner or Temporary Runner the runs, SB and CS are credited against the correct player.
- RAB (Reach At Bats) should equal the box score totals minus any SH's (not counting SHE or SHFC).
- Rch should equal BB, HP, CO, H, OE and FC columns
- Make sure you have recorded the Umpires names, and your name.
- Make sure you have recorded the start and finish times.
- Make sure you have the team names, venue and date information on both sides. (The reason for this is that games are often photocopied on A4 paper).

Part H – Position Descriptions

1) Tournament Chief Scorer

Softball New Zealand Scorers Association Position Description – Tournament Chief Scorer

Responsible to:

- The New Zealand Chief Scorer
- Softball Tournament Representative (STR)

Primary Objectives:

- To co-ordinate the scoring activity at a specified Softball New Zealand tournament through leading and supporting appointed scorers in maintaining a high standard of recording game information
- Conducting scorers exams and assessments
- Maintaining scorer development and pathway development
- To oversee the provision of accurate team and player statistics to the media, selectors and tournament officials
- To represent Softball New Zealand Scorers Association

Key Tasks:

- 1. Contact all Official Scorers / Examinees if possible 4 weeks prior to the tournament (but no later than 2 weeks prior)**
 - Check full time availability of all scorers
 - Note their accommodation arrangements with contact phone numbers for the tournament duration
 - Send Emergency Contact Information forms, Official Scorer Position Descriptions and the Softball New Zealand Scorers Association Code of Conduct
 - Reconfirm the mandatory uniform requirements for all National Tournaments. This allows time for Scorers to rectify if needed
 - Notify all Scorers of the time that they need to attend on the first day of the tournament
- 2. Liaison with Tournament Organiser and Tournament Representative.**
 - Attend the Manager's meeting
 - Assist teams with the correct procedures regarding filling in teamsheets
 - Ensure teams sheets with the game result are returned to the Tournament Office promptly after each game
 - Tied Team Formula. Liaise with the Tournament Statistician to ensure the recording of a schedule of the points for and against (TT Scores) for any teams involved in a possible tie and provide the information to the STR.
- 3. Organisation and orientation of scorers.**
 - Confirm availability of all scorers and ensure that they know each other
 - Ensure that scorers have all of the information needed to undertake their role at the tournament
 - Are aware of any 'game' rules that are in operation such as blood bin, temporary runner, designated runner
 - Are aware of where appointments and other information will be located
 - Are aware of diamond layouts
 - Are aware of the process for collection and return of scoresheets, team sheets and balls where applicable
 - identify themselves to the umpires at the diamond
 - Appoint Scorers to games, attempting to ensure that all scorers average three games per day where possible. Where scorers have back-to-back games, attempt to allocate games on

the same diamond

- Pay out all allowances and obtain signatures on expenses sheet. Any increases must be approved by the Tournament Representative
- Award Bars to badge holders upon completion of a Badge Game ensuring first that they are up to NZ standard.
- If scorers have to do back-to-back games, try to allocate them on the same diamond
- Publish each successive day's allocations before the end of the previous day ensuring a good mix of games and times are given to all

4. Assistance with Statistics.

- Ensure trophies are given to appropriate recipients
- Ensure a steady supply of accurately completed scoresheets. All scoresheets need to be checked. This is ultimately the Statistician's responsibility, but you are a team, and the Chief Scorer should help and if necessary arrange for other suitable scorers to help.
- Discuss any concerns of the Statistician with the scorers
- Ensure top statistics are displayed each day by your statistician
- Ensure security of computer equipment in conjunction with tournament statistician

5. Practical assessments of scorers

- Be aware of the Softball New Zealand Qualifications and Examinations Guidelines
- Hold a daily examination for all badge holder and qualifying exam candidates - preferably in the first round with an experienced scorer to assist where possible.
- Mark each exam after analysis has been completed
- Discuss each exam individually and identify any changes needed
- Keep a record of each examinee showing strengths / weakness and consistencies
- Assess examinees to the required level set out in the Softball New Zealand Qualifications and Examinations Guidelines.
- Provide feedback to those who are not up to the required standard, what areas they were deficient in and what they need to do to improve
- Conduct bar exams where required for Official Scorers with a Softball New Zealand Scorers Badge.
- Conduct bar exams for team scorers with a Softball New Zealand Scorers Badge who have made an application before the tournament to be assessed for their bar.

6. Participation in Award Ceremony.

- Inform all examinees whether they have passed or failed during the last day (and before the awards ceremony)
- Prepare Badges and Bars for the successful examinees
- Announce qualifiers first and then announce badge holders. Badges are usually presented by a SNZ Official

7. Post Tournament Reporting

- Prepare a Tournament Chief Scorers Report and submit to the NZSA Chief Scorer within 5 days of the end of the tournament.
- Complete tournament checklist and note anything that was inadequate, great or needs verification
- Complete and return expenses sheet
- Return completed examinees application forms indicating pass or fail, including all exam games, notes etc.
- Send notification of the outcome of all examinees to the Qualifications Co-ordinator indicating a pass or fail.

2) Tournament Statistician

Softball New Zealand Scorers Association Position Description – Tournament Statistician

Responsible to:

- Tournament Chief Scorer
- Softball New Zealand Statistician

Primary Objectives:

- To record and maintain the statistical details of games played at a National Softball Tournament
- To provide support and statistical advice to the Tournament Chief Scorer
- To support all tournament scorers in maintaining a high standard of softball game recording information.
- To provide accurate team and player statistics to the tournament officials, selectors, the media, general public and Softball New Zealand.

Key Tasks:

1. To Maintain Player and Game Statistics and Records

- Ensure that rosters for all teams are entered into Stat Trak by the start of the tournament, complete with shirt numbers and correct spelling of names.
- Provide a print out of the rosters for each team for display on the tournament noticeboard for the Tournament Organiser/STR by the end of the first game of the tournament. Such printouts should include player numbers and identify any 'pick up' players.
- Ensure that all scoresheets are thoroughly checked and game analysis is correct.
- Enter all the analysis of games into StatTrak as soon as possible after the game finishes.
- Undertake checks of statistics on a daily basis, but preferably at the end of each round.
- Maintain a record of all game scores in table format including scores for Tied Team calculations.
- Maintain statistics to ensure that trophies are awarded to the correct recipients who have played the required amount of games.

2. Provision of Information

- Provide a print out of the rosters for each team for display on the tournament noticeboard for the Tournament Organiser/STR by the end of the first game of the tournament. Such printouts should include player numbers and identify any 'pick up' players. Notify the STR, in consultation with and through the Chief Scorer, of any anomalies in playing rosters throughout the tournament.
- Compile daily statistics lists of top players in given categories. Ensure that the daily lists are provided to the Tournament Organiser in time for them to be posted on noticeboards by the end of the first game of the following day.
- Send a copy of the daily statistics lists of top players to Softball New Zealand for distribution through various media channels.
- Provide statistical information to tournament selectors as required and requested.
- Provide details of award winners and the relevant statistics to the Tournament Organiser

3. Equipment

- The statistician is responsible for the security of all computer equipment used for the recording of tournament statistics during the tournament.
- The statistician should be able to troubleshoot equipment issues that may arise during a tournament.

4. Tournament Scoring Team Participation

- Be a contributing part of the tournament team of scorers.
- Attend the Tournament Managers Meeting if possible.
- Provide the Chief Scorer with feedback regarding individual scorer performance and issues.
- Be prepared to undertake other duties as required by the Tournament Chief Scorer, including filling in for the Tournament Chief Scorer if required.

5. Provide Technical Support

- Be able to provide technical support through an understanding of;
 - Softball New Zealand Rules
 - Softball New Zealand Scorers Manual
 - The rules that apply to tie-breaker situations
 - The rules that apply to shortened games
 - The rules pertaining to specialist situations
 - Blood bins
 - Designated Players, Runners, Defensive Only Players, Offensive Only Players
 - Temporary Runners

6. Post Tournament Reporting

- Furnish a report to the Softball New Zealand Statistician within five (5) days of the end of the tournament which includes:
 - All Scoresheets
 - Complete results – doubles charts, page system charts
 - Player/Team Statistics
 - Copy of all Return Schedules
 - Copy of Birth Certificates (if you can)
 - Completed copy of the program
 - Tournament Team & All Awards
 - Recommendations

3) Tournament Scorer

Softball New Zealand Scorers Association

Position Description – Tournament Scorer

Responsible to:

- The Tournament Chief Scorer

Primary Objectives:

- To provide an accurate record of games played during the tournament
- To be an appointed official of Softball New Zealand

Key Tasks:

1. To score allocated games

- Be available to be allocated to score games for the duration of the tournament.
- Be in a position to collect or receive team lineups 30 minutes before the allocated timeslot.
- Score games according to the rules set out in Appendix Four of the Softball New Zealand Rules and the system of scoring set out in the New Zealand Softball Scorers Manual.
- Record any protest including the time involved
- To be part of a team of game officials
 - Be available to provide team sheets to the umpires before the commencement of the game.
 - Introduce yourself to the umpires
 - Ensure that the umpire knows where you are located and that you are in clear view of the umpire.
 - Respect the role of the umpires in recording their decisions
- Be respectful of members of the public. We appreciate that at times you may be busy while scoring and the last thing you need are people asking you questions – however please politely ask people to wait a moment while you complete recording the information you need to.
- Please refrain from using phones (texting or talking) while scoring EXCEPT for providing requested updates and/or making requests of the tournament office and/or scorers room.

2. To provide statistical information.

- Immediately after the game notify the tournament office of the game result by returning team sheets.
- If required, also return the spare balls
- Complete the game analysis within a reasonable time and give the sheet to the statistician.
 - Completing game analysis is a part of your allocated game duties and needs to be completed immediately after the game, unless agreed by the Tournament Chief Scorer (ie in back to back game situations). This should be done before taking extended breaks.
 - What is reasonable will vary with the complexity of the game, but all games should be able to be analysed in less than half an hour, and no game should ever take more than an hour
 - Include finish time and all officials' names. This includes the names of other scorers officiating on the game and analyzing part/all of the game.
- Provide assistance to the statistician if required

3. Development and maintenance of scoring standards.

- Be assessed for a 'bar' to the Softball New Zealand Scorers badge at one tournament in a given season. This will include assessment of scoring standards on all games and formal assessment through the scoring of a 'bar exam' as set by the Tournament Chief Scorer
- Be open to explore different interpretations of the rules
- Take part in formal and informal meetings
- Assist other scorers when appropriate

4. Wear Correct Softball New Zealand Scorers Uniform

- Wear the correct uniform appropriately while on all appointed fixtures.
- We ask that all scorers wear at least one official SNZ Scorers uniform item top half (eg polo shirt, hoodie).
- In lieu of the official track pants, shorts or culottes, it is acceptable to wear PLAIN black trousers, culottes, shorts or skirts. These should not have any additional writing or designs on them and should be neat and tidy. Black jeans, track pants or corduroy pants are NOT acceptable.
- Shoes should be plain black, white or grey.
- Sandals may be worn as long as they have a back heel (ie no jandals or scuffs). Crocs are not acceptable footwear.

5. Conduct

- Be aware of and follow both the Softball New Zealand Code of Conduct and Softball New Zealand Scorers Code of Conduct
- The Softball New Zealand Scorers Code of Conduct sets out expectations for the conduct of scorers. This is aligned to Softball New Zealand's Code of Conduct and Zero Tolerance Policy. The basic tenets of treat others as you would wish to be treated applies by showing respect and courtesy to;
 - Other scorers
 - Umpires
 - Tournament officials
 - Players and team officials
 - Spectators
- Smoking. Following Softball New Zealand policy, all tournaments are Smokefree.
 - This means that there is no smoking within the tournament complex as well as in the diamond area of any external diamonds. This includes behind the nets and in the 'dugout' area.
 - Additionally there shall be no smoking ANYWHERE in Scorers Uniform.
 - Scorers who wish to smoke should do so wearing alternative clothing (with no SNZ Scorers logo visible) and in an appropriate place. We prefer that you do not turn your uniform inside out to meet this requirement.
 - You should refrain from taking a smoke break until you have analysed your game.
 - Some venues may be completely smokefree.
 - Smoking includes electronic cigarettes and 'vaping'.
- Alcohol. We don't have a problem with Scorers' having a drink at the end of the day, however this must be after you have finished all of your allocated duties for the day – including analyzing your games. It's a good idea to check with the Tournament Chief Scorer that you are not likely to be needed for anything else.

Part J – Specific Scoring Guidelines

1) Designated Player

a) Definitions:

- i) **DP - Designated Player** – Rule 3.1.3 defines the DP as a starting offensive player who bats for the FLEX player.
- ii) **FLEX – Flex Player** – Rule 3.1.6 defines the FLEX as the starting player who is listed in the 10th spot on the line-up card and for whom the DP is batting. The FLEX may play any defensive position and may enter the game on offense only in the DP's batting position.
- iii) **OPO – Offensive Player Only** – Rule 3.1.16 defines the OPO as a player in the batting order, other than the FLEX, for whom the DP is playing defense.

b) FAQ's

i) What can the DP do?

- He can bat
- He can field
- He can bat and also play defence
- The DP can re-enter the game (i.e. Anyone in the starting line-up numbered 1-10 on the team list has the right of re-entry)

ii) What's the difference between the DP and the OPO?

- The DP is the player in the starting lineup who bats for the FLEX (ie the player in the starting lineup who is playing defense only)
- A player becomes an OPO when he is replaced in the field by the DP and is now batting only. (I.e. this player does not become a new DP, but an OPO.)

iii) When is the DP deemed to have left the game?

The DP is deemed to have left the game when he is replaced in the same position in the batting order. This may be by a substitute or the FLEX player.

iv) Can the DP field for more than one player in the same game?

Yes – the DP can field in any position in any innings as long as he remains in the same position in the batting order. The player that the DP replaces in the field and is still batting becomes the OPO.

v) Can the DP be replaced by a pinch hitter / runner?

As he is in the starting line-up he is entitled to be replaced and re-enter the game once in the same place in the batting order

vi) Who is the FLEX?

He is the person playing in defence for the DP and appears at No 10 on the team sheet.

vii) Can the FLEX bat?

The FLEX can only bat in the same place in the batting order as the DP.

viii) Are the DP and FLEX allowed to field at the same time?

>The DP and FLEX are allowed to field at the same time as long as the DP and the person he has replaced in the field (who will now be the OPO) remain in the same place in the batting order.

ix) Can the FLEX run for the DP?

Yes, but only once. If the FLEX comes on to run for the DP a second time, the DP is deemed to have left the game, and either the FLEX now plays offense and defense or a substitute must be entered into the DP's place in the batting order.

x) Who is the OPO

The DP can play defence for any player. In doing so, the player who was playing defence and

batting now becomes the OPO (Offensive Player Only) as he only bats.

xi) Can the OPO go back into the field?

Yes the OPO can go back into the field. In this situation the player who started the game as the DP (or his substitute) can either revert to being the DP (If he is batting only) or play defense for another player. (This player would then become the new OPO).

c) Case Studies – DP Rule

- i) DP Jones hits a triple and sprains his ankle sliding into 3B. The coach has S1 (Substitute 1) enter the game to be a pinch runner for DP Jones. How does this affect the playing status for DP Jones and the defensive player (DEFO) for whom he is batting?
 - Ruling: When a pinch runner or pinch hitter replaces the DP, that player becomes the new DP. Jones can reenter later or the FLEX he was batting for could bat in S1 position later and it would be legal.
- ii) A team starts a game with nine players in the starting order. In the 5th innings Jones enters the game as a DP and is placed at the end of the batting order.
 - Ruling: Illegal. The DP must be announced prior to the start of the game and his name entered on the starting line up. (SNZ Rule 3.1.3 and 3.1.9)
- iii) Jones begins the game at 2B listed as the DEFO. In the 4th innings, he bats in place of Smith, the starting DP.
 - Ruling: Legal. However, when Jones, the DEFO bats, this removes the DP from the game and requires re-entry to return Smith to the game. (SNZ Rule 3.1.6)
- iv) A team is using 10 players in their line-up with the DP batting at # 3 in the lineup. The FLEX is playing right field and is a speedster. In the 1st, 3rd and 6th innings, the DP gets on base, and in each case, the FLEX is put in to run. Is this legal?
 - Ruling: This is legal in the 1st innings, however the DP can only re-enter one time, and when the FLEX is put in to run for the DP in the 3rd inning, a substitute must be entered for the DP or the DEFO should continue to remain in the DP's batting position for the remainder of the game. The starting DP cannot bat in the 6th innings or it would be an illegal re-entry. (SNZ Rule 3.1.9)

2) Designated Runner and Temporary Runner

a) Designated Runner

- i) A 'designated runner' referred to as a DR, may be used in the game for any base runner provided it is listed on the lineup sheet.
- ii) The DR may enter the game only once in each innings to run for any base runner.
- iii) Any base runner replaced by the DR returns to the game upon completion of the innings, or at his next turn at bat, whichever is the sooner. No re-entry is required.
- iv) The DR may neither enter the game on defence, nor bat.
- v) The DR may be substituted for at any time by a pinch-runner who then becomes the DR. The substitute must be a player who has not yet been in the game.
- vi) The DR substituted by a pinch-runner as in (5) above may NOT return to the game.
- vii) If a DR is used, his name shall appear in position No 11 on the batting order of the official team sheet.
- viii) The DR can run for the DP.
- ix) The DR CANNOT become the DP.
- x) Recording the DR - The name of the DR is written in green on the last line of the 9th batter on the scoresheet. When the DR is entered, use green to enter the Substitution line. Care should be taken to ensure that any Stolen Bases, Caught Stealing and Runs that are scored by the Designated Runner are credited to the DR and not the batting lineup players.
- xi) The DR rule is a Softball New Zealand rule only. It is not used in international softball.
- xii) The DR rule is not used at Secondary Schools or U15's.

b) Temporary runner

- i) The Temporary Runner is a player in the batting lineup who may run for the catcher of record from the previous half inning who is on base with two (2) outs. The Temporary Runner is the player scheduled to bat last and who is not on base at the time the option is taken. If an incorrect player is used as a Temporary Runner, the error will be corrected without penalty when noticed.
- ii) A temporary runner cannot be a player listed as a substitute, nor a player who has left the game. If a catcher is replaced by a substitute on base, this becomes a pinch runner and a substitution scenario.
- iii) A team may use a DR and a temporary runner in the same innings.
- iv) A temporary runner may not be used for a replacement catcher that is about to take that position but hasn't yet.
- v) To record the temporary runner, a substitution change line should be used in the game scoring in the same way as for a Pinch Runner. The shirt number of the player taking the running should be entered on the line above the catcher. If there are different runners in different innings, an extra note should be made of the innings. (eg #17 b5 to indicate the player with shirt number 17 running in the bottom of the 5th innings.)
- vi) Care should be taken to ensure that any Stolen Bases, Caught Stealing and Runs that are scored by the Designated Runner are credited to the temporary runner and not the catcher.

3) Blood Bin (Replacement Player required for Blood in Sport Rule - SNZ Rule 3.2.6)

a) Situation

In the event of any player bleeding during the game, that player must be withdrawn from the game if the bleeding cannot be stopped within a reasonable time, or if his uniform becomes covered with blood. The withdrawn player shall not return to the game until all bleeding ceases, the area cleaned and covered, and, if necessary, his uniform replaced.

b) Requirements

- i) The withdrawn player shall be replaced by a replacement player (who may have previously been in the game but subsequently substituted), who may act for the withdrawn player for the remainder of the inning in progress (i.e. until the end of the inning of the team batting second), and for the following complete inning.
- ii) The replacement player must be reported to the umpire.
- iii) The replacement player shall be permitted to bat and field for the withdrawn player.
- iv) The withdrawn player may return to the game at any time any time within the time permitted to treat the injury per (a) above.
- v) The umpire must be advised that the withdrawn player is returning to the game.
- vi) The use of the replacement player is not subject to the substitution rule (Rule 3.2.8) provided the withdrawn player returns to the game within the time permitted.
- vii) If the injured player is unable to return within the time permitted, the replacement player must then be treated as a substitute, or if he has already been in the game, then a legal substitute must be entered who has not yet been in the game. The withdrawn player may re-enter at a later time under the substitution rules. If no legal substitute available, then the game becomes forfeit.

c) Scoring The Blood Bin Player (Scorer's Manual 5.E)

- i) Show the number, name, position and innings for all blood bin changes, including change indicator in red, but score the plays in the game in your normal colour.

What happens	How to score it
A blood bin change is made	Write the shirt number, name, position of the replacement player, and theinnings, on the bottom line of the original players batting row in red.
The original player returns	Write the innings in the Inn column and nothing in the Pos column (unless he comes back in a different position – write the new position in the Pos column).
The original player does not return	If the replacement stays in the game and becomes a substitute, copy his shirt number, name and position in your normal scoring colour (black or blue) onto the line below the player he replaces. If another player comes in, treat it as a normal substitution
Other players change position	When players change position because of the blood bin rule, show theirposition changes in your normal scoring
Subsequent changes	Only the blood bin changes are scored in red. If a player is later a Substitution, re-entry, or changes position, score in your normal scoringcolour.

- ii) Analysis - Make sure that the analysis goes to the correct player – combine all analysis for one player together. (Refer Scorer's Manual 5.E.3).

4) Championship Plays Offs & Tied Team Formula

(See Chapter 1, Section 6, 1050 in the Softball New Zealand Tournament Handbook)

At all national tournaments where there is a tie for a championship, then such championship shall be decided by play-offs as necessary, except where time does not permit.

Championship Playoffs

The tied team formula is used only to find out who the New Zealand Tournament Champion Team is:

- If two teams tie, the playoffs are a simple one game.
- If three teams tie, use the Tied Team Formula (below) to find the top team of the three, who will play against the winner of the game between the other two teams to find the NZ champion team.
- If four teams tie, a straight knockout round semi final type draw is used, e.g. 1 v 4 and 2 v 3. These seedings are found using the tied team formula.
- Should time permit the playing of one game only, this game will be between the top two seeded teams as a straight final (placed by use of the tied team formula).
- Where time or weather do not permit a play off for the championship, the round robin results may be used to determine the champion team:
 - If round robin not completed and tied teams have played each other the formula as per paragraph below (a) to separate two tied teams or paragraph below (b) to separate three or more teams is to be used.
 - If round robin not completed and tied teams have not played each other the use of results from an equal number of completed games is used to apply the tied team formula below (b ii and iii).

Play-offs for all places, except NZ championship for promotion, relegation and grading purposes shall be decided by the tied team formula (below).

Tied Team Formula

The SNZ tied team formula is as follows:

- If two teams tie the result of the LAST game played between the two teams will have the game winner placed above the game loser (who beat who).
- If three or more teams tie for any position and cannot be graded by the who beat who method then the following formula is to be used in determining placing: i.e., if one has not beaten all others.
 1. Calculate the run ratio of games played between the tied teams, grading them from highest to lowest.
 2. Where teams are able to be separated and ranked using the above formula that ranking holds. For teams still tied after using the above run ratio formula the second run ratio formula using the runs scored in all games during the round robin by the tied teams is to be applied.
 3. If three or more teams still have the same ratio, they are to be ranked on order of the total runs each team scored during the round robin.

Run Ratio

The run ratio (runs for, divided by the runs against), is calculated on the runs scored at the last completed even innings, except that if a team batting second wins the game in a partly completed innings (one run) that innings may be counted

Part K - Examinations

1) Exam Guidelines for Examinees

a) Start Of Tournament

Be at the park on the first day of the tournament, one hour before first game. The Tournament Chief Scorer will have a discussion with you to familiarize you with the tournament. Listen to all that is said, this is where your Chief Scorer will discuss the working rules for the tournament. All tournament scorers will attend this meeting. Your Chief Scorer should contact you prior to the tournament.

b) Uniform

The official Softball New Zealand Scorers Uniform is only worn by Badge Holder scorers as it is seen to be a right that has been earned. Therefore at tournaments you are asked to wear a plain white shirt/top and black trousers, shorts, skirt or culottes. It is preferred that there is no writing on these. It is acceptable to wear a black jacket and/or sweatshirt.

c) During The Tournament

- i) For exam games, be in the scorers room at least 30 minutes prior to game time. You will need to get your own sheet written out beforehand, and ought to be composed and unhurried when you arrive at the diamond.
- ii) Be available and handy whenever possible during the tournament. When not sitting an exam, or scoring officially, you may be required for going over your previous exam.
- iii) You will be scoring other games as well as your exam games, but never in the round immediately before or after an exam. At times you may be required to score two official games back-to-back.
- iv) Check the appointments chart each day for your own games. This is your responsibility. You will probably not be advised personally.

d) During Exam Games

- i) At the diamond you may sit where you wish but not too close to another examinee, preferably sit alone. Being amongst teams may be very distracting (especially among players with "a little knowledge"). Your examiner will check where you sit and may advise you to move. During the games there should be no reason for you to move, as your examiner will notify you of any changes.
- ii) Try not to be nervous! Just score as you normally would. You WILL make mistakes, some of them "silly" ones, but so will everyone else.
- iii) Remember that examiners don't see everything as black or white either. For a number of plays you will find that while they accept a "safe hit" for example, but equally would accept an "error".

e) After The Game

- i) After the game you go straight back to the scorers' room to do your analysis. Try to stay in the group, and please do not discuss the game, keep talking to a minimum.
- ii) The time is recorded for you completing your analysis, but don't feel pressured here. Slow and correct is far better than quick but lots of mistakes (although it should never take 2 hours to analyse a scoresheet). After handing in your sheet to the examiner leave quietly so others not yet finished are not distracted.
- iii) Later the examiner will go over your sheet with you in private, and point out and explain situations you need to correct. It is natural that seeing the number of errors can produce a reaction that surely there can be no way you could pass.
- iv) It's important to keep in mind that firstly, everyone feels the same way, but most will pass. Secondly, you are given credit for improvement over the tournament (especially for first qualifying examinees). So try to remember where you are going wrong and what you are told and endeavour to improve those facets of your scoring in your subsequent exams.

f) Last Exam Game

Sometimes the exam on the last day will only be required to reach a decision on perhaps one "swinger". Although you will not know, you may well be that "swinger", so it should be worth an extra effort just in case. This last exam will often not be discussed with each person individually afterwards.

g) End of Tournament

- i) Expenses, where appropriate, will be paid to you on the final day.
- ii) At the prize giving those passing their first qualifying will be announced, and Badges will be presented to those successful candidates.

Remember – every Badge Holder Scorer at the tournament has been in the situation that you are in and have come through the other side. GOOD LUCK! (Bring this with you to the Tournament)

2) Exam Guidelines for Examiners

a) Assistants

An assistant chief scorer may be appointed to the tournament. If this is the case, use them to score the exam games with you and mark the exams.

The assistant will also be expected to help with and/or learn analysis so please allow them time for this.

The assistant is usually appointed as a learning situation. Please remember this and help with their development as well.

If you don't have an assistant, appoint an experienced scorer to official the game and use that scoresheet as the back up for you scoresheet when assessing the examinees' games. This may also double as a bar exam for Badge Holders.

b) Pre-Tournament Contact

Make contact with examinees prior to the tournament to put them at ease. Let them know where they need to be and at what time. Send them the Emergency Contact form and Code of Conduct and explain what the purpose of these two documents are.

Also send them the Exam Guidelines for Examinees and the Official Scorers Position Description found in this manual.

c) Pre Tournament Meeting

From this season there is no requirement to have a tournament meeting for all scorers. If you chose not to have one, at least schedule a catchup/meeting with your examinees. At the meeting explain the ground rules and the way in which you intend to operate. Ensure they have all received their Guidelines for Examinees, and answer any queries they may have. Make sure that you introduce them to all scorers and that they know the protocols around officialing games (ie. Where to get team sheets and scoresheets, spare balls, where analysed games are put once finished).

d) Exam Games

It is best to only run one exam game per day. Running two can cause you to become overworked and not leave enough time to talk with the examinees.

Try for a fair mixture of hard and easy games. Selection should only be done one day at a time depending on whether the previous games did in fact turn out hard or easy. If too many are easy, you are not able to get a fair assessment. If too many are hard the stress on examinees (and examiners) will be excessive. Where possible, avoid examinees doing exam games involving their home teams, but of course this sometimes can't be avoided.

Examinees must not be scheduled to score the round before or after their exam game. Exams are usually best scheduled for the first round of each day.

You and your assistant (if you have one) must both score the game, however if there are not enough other scorers to cover all games around exam time, the assistant can double as the official if necessary. Your assistant can often be an official for the round after, as the assistant's main function is during the exam game and then later when marking.

Have the official scorer obtain a photocopy of the team sheets for each examinee and examiner, so they are not rushed before the game.

e) Bar Exams

If possible, use a different official scorer for each exam game and use this to mark them for their bar. Take a photocopy of the official scoresheet to mark.

f) Security

Please endeavour to treat all examinees equally at all times. At each exam they may sit where they wish, but should be in your sight at all times, including the walk back to the Scorer's room and while completing their analysis. Talking amongst themselves or with others should be discouraged apart from obviously brief exchanges. Remember – justice must also be seen to be done.

Manuals or Rule Books etc. may be used at any time during exams.

At no time should anyone see any exam game sheet, apart from the scorer concerned and the examiners.

g) After the Exam

As each analysed sheet is handed in, note the time on it to show how long the analysis took.

h) Marking Exams

Take particular note of accuracy in marking plays, analysis etc., legibility and knowledge of rules. Keep a summary sheet for each examinee with each game's mistakes, this will show at a glance improvement or continued mistakes, and from this sheet the final comparisons and decisions may be made.

If you need a marking system, use the following as a guide.

Rule knowledge	25
Game Scoring	40
Analysis	30
Legibility	5

Check with your statistician frequently, as he/she has all the score sheets and can advise you on any scorer's performance.

i) Discussion with Examinees

After marking exams (in conjunction with your assistant), ensure that you see each examinee separately (again with your assistant) and confidentially. Try to be non-committal on how that person is faring in relation to others. Simply explain their errors.

You may find it helpful to have a meeting with everyone at the start of each day to correct general faults and discuss various plays etc.

j) Last Exam Game

Firm decisions should be reached for most candidates on the night before tournament end. You may not need to mark these games, but just need to reach a final decision.

It can be very helpful to have a session with the qualifiers as a group at the end of the tournament and go over their last game and answer any queries they may have.

k) Required Standard

Scorers sitting the Qualifying Exam should be getting at least 70% of their games correct, or using the checksheet achieving minimum of adequate to good across all areas. This includes not only their exam games, but also the analysis in their official games.

Scorers sitting the Badge Holder Exam and Bar exams should be getting at least 90% of their games correct, or using the checksheet achieving good to excellent across the majority of areas. Adequate should be only be acceptable for one item in each category.

I) End of Tournament

On the last day when all decisions have been reached, the list of successful badge and qualifier examinees must be confirmed with the Tournament Liaison Officer. Please advise all candidates privately before the presentation ceremony.

If you have a Badge Holder being assessed for their Bar who you feel has not reached the required standard, take the time to have a confidential discussion with them, telling them what areas they need improvement in. Include this information in your tournament report. It is also advisable to contact the Deputy Chief Scorer for the region which they are based and let them know, so they can touch base with the scorer concerned.

Prepare a short speech for the presentation ceremony. You will be asked to announce names of successful qualifiers, announce the names of the successful badge examinees who will normally receive their badge and bar from a senior SNZ Representative.

Return all exam game scoresheets, plus your working papers (however rough) and completed Exam Entry form to the Chief Scorer along with your report.

Notify the Qualifications Co-ordinator (Marie Byrne) of the outcome of the exams. (marie.byrne@ccc.govt.nz).

3) Checklist for Examinees/Bars

Name				Present Grade			
Tournament				Date			
		Poor	Adequate	Good	Excellent		
Attitude	Punctuality						
	Ability to Learn and Change						
	Flexibility						
Game Scoring	Clarity of Scoresheet						
	Recording of General Information eg, teams, time, officials						
	Knowledge of SNZ Rules						
	Knowledge of Scoring Rules (eg Sacrifices, Fielders Choice)						
	Recording of Substitutions						
	Accuracy of Information (Is what you saw what you have recorded?)						
	Decision Making (hit/error, passed ball/wild pitch, fielders choice)						
Analysis	Batting and Fielding						
	Pitching and Catching						
	Specialist areas – RBI, ERA, FC, SH						
	Proving the Box Score						
Qualifying exam candidates should be a minimum of adequate to good across all criteria.							
Badge candidates and Badge Holders should be good to excellent across all criteria, with one adequate acceptable in each of the three areas.							
Comments (include appropriateness of given grade if Badge Holder)							

4) Bar Exam Policy

- a) Each year Badge Holders may be awarded a bar for practically demonstrating ongoing scoring proficiency to Badge Holder level.
- b) Bars will be awarded to scorers appointed to National tournaments who score at least one game as an examination game and demonstrate throughout the tournament that their game scoring and analysis is of Badge Holder level.
- c) A scorer may apply to sit a Bar examination as a Team Scorer. The application should be made before 1 December each year. Team Scorers who do not follow this process and in particular arrive at a tournament expecting to be assessed for a Bar will not be eligible to be assessed.
- d) Team Scorers will be required to provide a copy of one of their team games analysed each day AND sit an independent examination game during the tournament. They must be assessed by the Tournament Chief Scorer as being of Badge Holder level. Team scorers may only undertake this method of obtaining a bar examination on two successive years. On the third year the scorer will be required to attain a bar through officiating at a National Tournament.
- e) Where possible the Tournament Statistician will sit a bar game. If this is not possible, both the Tournament Statistician should be assessed for a bar game at a separate fixture approved by the relevant Deputy Chief Scorer. The Tournament Chief Scorer should be assessed for a bar game in the same way.
- f) Where a scorer is officiating at two tournaments, notification will be made to the scorer of which tournament they will be sitting their bar at. This may or may not be their first tournament depending on the number of scorers undertaking practical examinations.
- g) This is to share the load of examining amongst Tournament Chief Scorers and not placing the burden of having to examine every scorer on the Tournament Chief Scorers of the first tournaments of the season.

Part L – Tournament Forms

1) Emergency Contact Form

EMERGENCY CONTACT FORM

PERSONAL DETAILS			
Title: Mr Mrs Miss Ms Dr Other:			
Family Name:			
Given Names:			
Preferred Name: <i>(if not given name)</i>			
Date of Birth:			
Postal Address:			
Home Address <i>(if different from postal address ADD)"</i>			
Telephone No::		Mobile	
Dr:		Telephone No: ()	
Medication: & Health Conditions:			

Condition

Medication

Dosage

EMERGENCY CONTACT PERSON/S

Name:

Relationship:

Daytime Contact Details & Telephone No:

Alternate Person

Relationship:

Daytime Contact Details & Telephone No:

Signed

Dated

2) Code of Conduct

SOFTBALL NEW ZEALAND SCORERS ASSOCIATION - CODE OF CONDUCT

The purpose of this Code of Conduct is to inform Scorers on the standards of conduct required. As officials of the game of Softball, Scorers are expected to act in accordance to the Softball New Zealand Code of Conduct.

It is expected that as an official of the game of softball you will;

1. Abide by the Softball New Zealand Code of Conduct as it upholds the values and principles of the organisation.
2. Conduct yourself in a professional manner relating to language, temper and punctuality and remember that you are a representative of Softball New Zealand. A professional manner means not acting in a manner that may bring the game of softball or Softball New Zealand Scorers into disrepute.
3. Be fair, consistent and impartial and avoid any situation that may lead to conflict of interest.
4. Accept responsibility for your actions and decisions.
5. Respect that along with the umpires, you are a member of an officiating team. This includes accepting the umpires' decisions in a professional and respectful manner. Umpires decisions should not be questioned or commented on, especially in a public arena. We encourage politeness towards other members of the officiating team and a simple thank you and acknowledgement of communication is a basic, common courtesy.
6. Make a commitment to providing quality service to softball by adopting keeping up to date with the latest scoring standards, rules of the game, trends and their applications. This includes the understanding and implementation of Rule 12 Sec 1 of the Official Rules of Softball and Sections 1.A.1 and 7C of the Scorers Manual.
7. Be courteous, respectful and open to discussion and interaction when scoring in a multi-scorer situation.
8. Understand and adhere to Softball New Zealand's Policies; including the Zero Tolerance Policy and the Smokefree Policy. This includes refraining from smoking while wearing any branded item of Scorers Uniform.
9. Refrain from any form of personal abuse towards player, other officials or spectators.
10. Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
11. Be a positive role model in behaviour and personal appearance and ensure your comments are positive and supportive.
12. Wear the SNZ Scorers uniform with pride and respect, as we are recognized as NZ Scorers at tournaments, whether we are officiating at games or not.
13. In recognition of the need to make clear and consistent decisions, refrain from being under the influence of alcohol or any other mind-altering substance while officiating as a Softball New Zealand Scorer.
14. Resolve any issues or complaints by taking them through appropriate channels. This includes refraining from participating in any hearsay complaint/dispute practices.
15. Refrain from participating in any sports betting while officiating at fixtures where sports betting is available.

Name:
Signature

Date:

Softball New Zealand Scorers Disciplinary Policy

Breaches

Breaches of the Code of Conduct may result in disciplinary action along the following lines:

Informal Processes

- Discussion of the problem with the scorer/s concerned
- Assistance to help overcome the problem

Formal Disciplinary Action

Formal disciplinary action may be initiated by the lodgment of a written incident report with the Deputy Chief Scorer of the Region that the scorer is based in. Where the incident either directly concerns the relevant Deputy Chief Scorer or is written by the relevant Deputy Chief Scorer, the report shall be lodged with the Softball New Zealand Chief Scorer.

Breaches in this Code of Conduct may result in;

- A letter of expectation
- A disciplinary warning
- Withdrawal from appointed fixtures
- Non-appointment to fixtures
- A review of the individual's grade

Hearings

- A hearing will be convened to consider any written incident reports.
- Hearings shall be conducted by at least three and no more than five persons. Where possible, the hearings will be conducted by members of the Scorers Interpretation Panel. However, the Chief Scorer will have the ability to appoint external members to a hearing panel upon the agreement of the Scorers Interpretation Panel. At least one Interpretation Panel member should form part of such a panel.
- Notice of any hearing shall be given, to the scorer/s the subject of the incident and shall specify the date, time and manner fixed for the hearing. The incident report along with any other relevant material shall be made available.
- The hearing date shall be fixed no earlier than seven days from the date the notice is dispatched, however the period of notice may be waived by the scorer affected. Any party may have appropriate support people participate in the process.
- Hearings shall in all matters observe the principles of natural justice.
- Details of hearings that involve personal information shall be kept confidential. Notwithstanding this, the Interpretation Panel reserves the right to notify of hearing topics that do not provide any details that may identify any individuals. This would only be undertaken in the interests of preventing recurrent instances of undesirable conduct.
- A listing of disciplinary hearings will be kept as a confidential record by the Softball New Zealand Chief Scorer. Such listing will be limited to the date, name of the scorer, one sentence record of the issue and penalty (if any) issued. Additional records of disciplinary hearings will be destroyed after two years, which is the timeframe covered by Softball New Zealand's Zero Tolerance Policy, with the exception of a listing of disciplinary hearings.
- All hearings will involve:
 - The placement of the matters in the report before the scorer affected.
 - The opportunity for panel members to ask questions of the scorer affected.
 - The opportunity for the scorer affected to state their case in reply.
 - The affected scorer, their support person and any other support person leaving the hearing.
 - The panel members discussing the incident.
 - The chair of the panel conveying the panel's decision to the scorer affected.

- Hearings may be conducted in three ways;
 - Physical hearing

If practical a physical hearing may be convened. Neither Softball New Zealand Scorers nor Softball New Zealand will be responsible for any travel or accommodation costs associated with attendance at a physical hearing. Where attendance at a physical hearing is not possible because of distance issues, either a phone conference hearing or written correspondence hearing shall be held.

- Telephone Conference

A telephone conference hearing shall be convened should a physical hearing not be possible. The same requirements for notification shall apply. The process for the telephone conference will involve the panel, the scorer affected and any support person(s) nominated. The matters concerned in the report will be put to the scorer affected who will have a right of reply. The decision of the panel will be conveyed to the scorer affected within three (3) days.

- Written Correspondence Hearing

A written correspondence hearing may be held via email communication only if requested/agreed to by the scorer affected by the report. If this method is chosen the following process will apply:

- The affected scorer (and nominated support personnel if requested) shall be sent all relevant reports along with any questions set by the judiciary panel. The affected scorer shall also be notified at this stage of the identity of the panel members. The affected scorer will immediately acknowledge the receipt of the documents and within three (3) days submit a reply.
- The chair of the panel will immediately acknowledge the receipt of the reply and forward to the other members of the judiciary panel to consider the issue. Within five (5) days, the chair of the panel shall notify the affected scorer of the decision of the panel.

Appeals

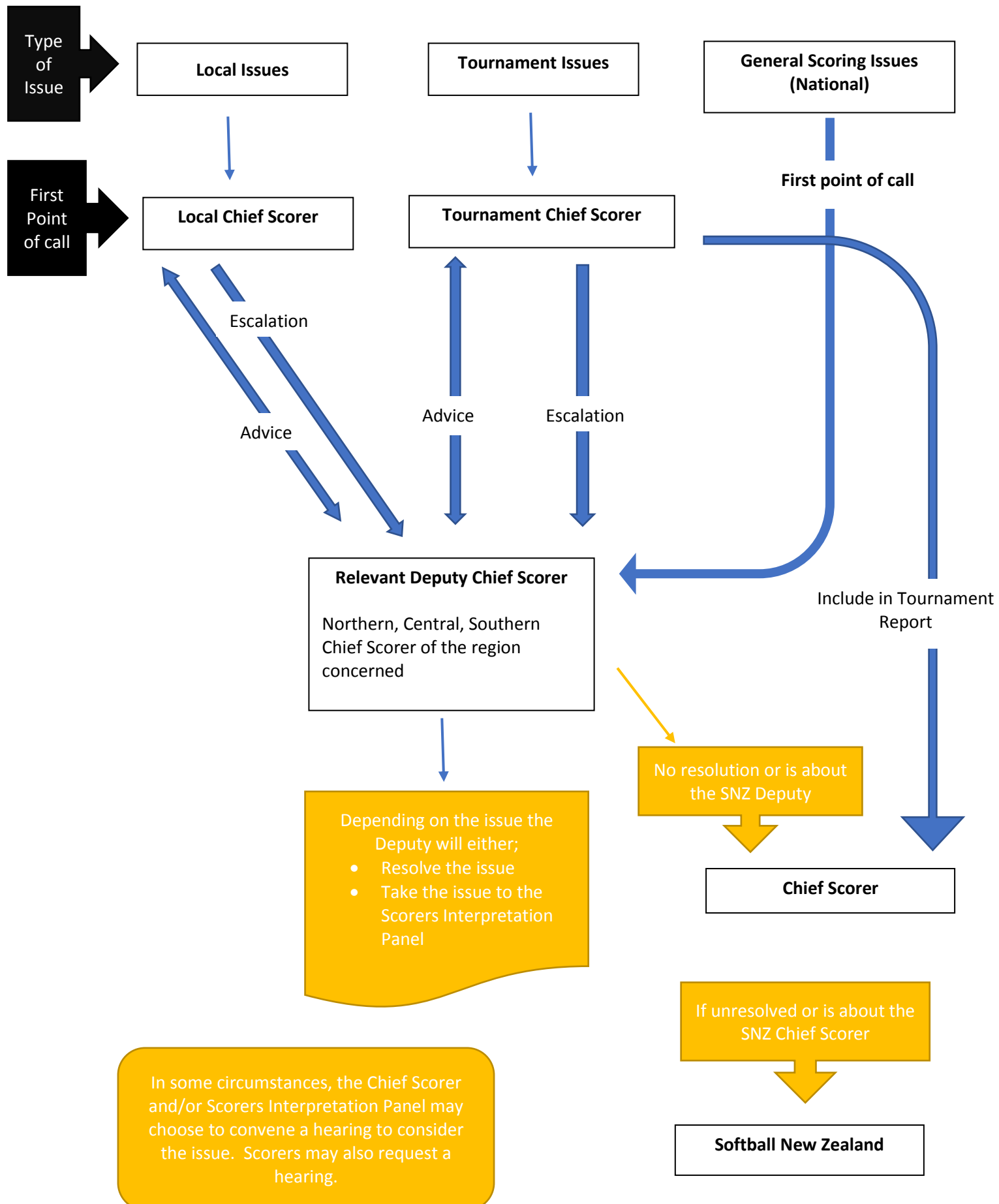
Any disciplinary decision may be appealed. Such appeals shall be made in writing to the Chief Scorer within 21 days of the notification of the disciplinary decision. The appeals will be heard by an Appeals Committee which shall consist of:

- The Chief Scorer (or his/her nominee)
- A Softball New Zealand representative
- An independent Grade 7 Scorer (not a panel member or member of the affected scorer's association)

General Examples of conduct likely to bring the game into disrepute (not an exclusive list):

- Failure to comply with the reasonable directions of a Tournament Chief Scorer
- Breaching the rules by the inappropriate notification of appeal situations to any party
- Deliberately not following scoring rules and requirements
- Abuse - either verbally, text, email, traditional media or social media
- Bad Language
- Misuse of alcohol or drugs
- Smoking in uniform
- Disrespect to umpires and other tournament officials
- Inappropriate dress
- Sexual, racial or verbal harassment
- Lateness
- Failure to fulfil the duties of the position
- Theft
- Assault
- Participating inappropriately in sports betting where it is available at a softball fixture

Issues/Complaints/Disputes Process



Part M – 2018/19 Data

1) Gradings

Grade 7

Assn	Name	Region		Assn	Name	Region
AK	Lynette Leathart	North		AK	Christine Nukunuku	North
AK	Tracee Topia	North		CB	Marie Byrne	South
CB	Vicky Griffith	South		CB	Pat Hannah	South
CB	Russell Moffat	South		HB	Catherine Hancock	North
HV	Joanne Hyde	Central		MW	Coralie Davies	Central
MB	Ian Ditfort	Central		NH	Ronnie Gurney	North
NH	Carolyn McQueen	North		OG	Sandy Wallace	South
OG	Sharon Williams	South		RO	Lil Natana	North
SL	Elaine Karsten	South		WBOP	Di Tulloch	North

Grade 6

Assn	Name	Region		Assn	Name	Region
AK	Jan Hutchings	North		HV	Christine Eden	Central
HV	Leigh Grinlinton	Central		MW	Alison Kensington	Central
SL	Don Karsten	South		WK	Helen Rogers	North
WN	Raewyn Fergusson	Central		WBOP	Marion Kareko	North

Grade 5

Assn	Name	Region		Assn	Name	Region
AK	Priscilla Abraham	North		AK	Deanna Callaghan	North
AK	Deborah Douglas	North		AK	Heidi Leathart	North
AK	Annie Martin	North		AK	Karina Rueb	North
AK	Cushla Stowers	North		AK	Debbie Townley	North
AK	Flo Wanoa	North		AK	Harry Wooding	North
CB	Lynley Dove	South		CB	Anne-Marie Hoogenboezem	South
CB	Lee-Ann Johnston	South		CB	Sally Quinn	South
CB	Laurelle Rogers	South		CB	Sam Tulloch	South
CB	Belinda Youngman	South		ES	Susan Roy	South
HB	Joyce Chapman	North		HB	Jana Johnson	North
HV	Jenni Allen	Central		HV	Giselle Bishop	Central
HV	Donna Brown	Central		HV	Lyndi Byrne	Central
HV	Donna Gillard	Central		HV	Margaret Marsh	Central
HV	Rose Noble	Central		MW	Wendy Morris	Central
MW	Karen Welford	Central		NH	Charla Edwin	North
OG	Kath McGilbert	South		OG	Viv Washington	South
SL	Cheryl Dahms	South		SL	Sandra Harrison	South
SL	Wendy Munro	South		WN	Heather Graham	Central
WR	Ngaire Clarke	Central		WR	Karen Duffy	Central

Grade 4

Assn	Name	Region		Assn	Name	Region
AK	Linda Davies	North		AK	Gwen Fletcher	North
AK	Stuart Gamble	North		CB	Arnya Rogers	South
CB	Brooke Rowland	South		CB	Liz Williams	South
CM	Diana Petera	North		HB	Fay Drower	North
HB	Tracey Mudd	North		HV	Judi Beaven	Central
HV	Leanne Harris	Central		HV	Mere Tamihana	Central
MB	Tracey Wearing	Central		MW	Kelly Menary	Central
NH	Tobius Charnley	North		NH	Tegan Edwin	North
NH	Viti Flanagan	North		NH	Andie McDowell	North
NN	Vanya Huntley	Central		OG	Keriana Keen	South
SL	Rachel Cade	South		SL	Tom McSoriley	South
TW	Leesa Kingi	North		WK	Emily Wilson	North
WK	Rangi Te Tomo	North		WN	Maryann Conroy	Central
WN	Marguerite Hannah	Central		WN	Elaine Hiroki	Central
WN	Belinda Joy Robson	Central				

Grade 3 (Qualifiers)

Assn	Name	Region		Assn	Name	Region
AK	Carol Elson	North		CB	Tara Collier	South
HB	Lisa Ferguson	North		HV	Donna Handcock	Central
HV	Ngahuia King	Central		TW	Lisa Collier	North
WK	Wanita Martin	North				

Grade 2 (Theory)

Assn	Name	Region		Assn	Name	Region
CB	Julie Graham	Central		HB	Heather Cormack	North
HB	Rose Cooper	North		HB	Jacqui Tangaroa	North
HV	Angela Johnston	Central		MW	Renee Jones	Central
NH	Kevin Chiles	North		NH	Jill Gurden	North
NH	Rachel Young	North		OG	Tracey Burtenshaw	South
OG	Jodi Loffley	South		SC	Keri Murphy	South
WK	Sandra Harris	North		WN	Lisa Collier	Central
WN	Vicky O'Hagen	Central				

2) Appointments

		NFC	MOC	WOC	U23	U18B	U18G	U15B	U15G	Div1 SS
		<u>CB</u>	<u>NH</u>	<u>HV</u>	<u>HV</u>	<u>CB</u>	<u>WK</u>	<u>PAP</u>	<u>MW</u>	<u>CB</u>
Debby Townley	AK									
Lynette Leathart	AK		LS					LC		
Heidi Leathart	AK									
Tracee Topia	AK									
Deborah Douglas	AK									
Gwen Fletcher	AK									
Harry Wooding	AK							LO		
Linda Davies	AK									
Karina Rueb	AK						VO	LS		
Annie Martin	AK									
Stuart Gamble	AK		LO					LO		
Flo Wanoa	AK									
Jan Hutchings	AK							LO		
Keri Murphy	AO									VB
Marie Byrne	CB	ITC								SB
Pat Hannah	CB					LC				
Russell Moffat	CB	LO				SB				
Lynley Dove	CB	LO	VO							
Vicky Griffiths	CB					LO				LC
Belinda Youngman	CB									
Sally Quinn	CB	LO								LO
Julie Graham	CB					LQ				
Brooke Rowland	CB	SB				LO				
Diana Petera	CM							LO		
Cat Hancock	HB								VC	
Lisa Fergusson	HB									
Ngahuia King	HV			LB						
Donna Gillard	HV				LO					
Christine Eden	HV			LO	LC					
Leanne Harris	HV			LO	LO					
Leigh Grinlinton	HV								VO	
Joanne Hyde	HV				LS					
Giselle Bishop	HV			LO	LO					
Rose Noble	HV									
Lyndi Byrne	HV									
Jenny Allen	HV									
Angela Johnston	HV						VQ			
Mere Tamihana	HV			LO						
Margaret Marsh	HV				LO					
Ian Dittfort	MB	VO								
Coralie Davies	MW			V					LO	
Alison Kensington	MW	VO							LO	SB
Karen Welford	MW			VO						
Wendy Morris	MW									
Renee Jones	MW								LQ	
Carolyn McQueen	NH	VO	LC							
Tegan Edwin	NH		LO							
Andie McDowell	NH		LO							
Kelvin Chiles	NH							LQ		
Tobius Charnley	NH				VO					
Charla Edwin	NH		LS							
Sharon Williams	OG	VO		VS						VO
Sandy Wallace	OG									
Viv Washington	OG							VO		
Jodi Loffley	OG					VQ				
Lil Natana	RO	VC					VS		VO	VS
Elaine Karsten	SL	VS		VC		VS				VS
Don Karsten	SL	VO				VO				VO
Cheryl Dahms	SL					VO				VO
Susan Roy	ES					VO				

		NFC	MOC	WOC	U23	U18B	U18G	U15B	U15G	Div1 SS
		<u>CB</u>	<u>NH</u>	<u>HV</u>	<u>HV</u>	<u>CB</u>	<u>WK</u>	<u>PAP</u>	<u>MW</u>	<u>CB</u>
Wendy Munro	SL									
Tom McSoriley	SL									VO
Rachel Cade	SL									VO
Leesa Kingi	TR									
Donna Brown	TR									
Marion Kareko	WBP						VO			
Di Tulloch	WBP	VO	VO				VC		VS	
Raewyn Fergusson	WN	VO								
Heather Graham	WN		VO							
Margarite Hannah	WN									
BJ Robson	WN									
Elaine Hiroki	WN				LO					
Lissa Collier	WN									
Edna Kaiaruna	WN								VO	
Helen Rogers	WK						LO			
Emily Wilson	WK						LO			
Rangi Te Tomo	WK									
Wanita Martin	WK						LB			
Ngairi Clarke	WR		VO							