

## SECRETARY DUTIES

1. 6 weeks before contest starts check all Secretary supplies, type contest entry blank to include schedule, membership info, fees, sponsor logos, and insurance release info on back. Make sure each District Directors has all necessary paper goods. Heat sheets, tally/judges sheets, protest forms, rules and regulations, entry/membership forms.
2. 4 weeks prior to first contest, mail out entry/membership forms along with newsletter to members, sponsors, and surf shops. Responsible for coordinating and collecting information for newsletter. Put out at least 3 or 4 times a year. Pre-Season, Mid Season, Pre-TSSC, Post-Season
3. Secretary is responsible for all individual insurance release forms being signed by all officials and competitors and making sure copies of the rules and regulations are available to the members.
4. After each contest gather or type up each districts results with points. Chart all competitors' points after each contest on a Ratings Chart. Update points ratings after each contest and rate the competitors and send info for website to be updated.
5. Keep records on each member with name, address, city, zip, phone, age, birth date, district, e-mail, t-shirt size and divisions entered. Be prepared to be able to print labels for mailings.
6. Update point ratings after mid-point in the season and mail along with contest results for the first half of year along with a newsletter.
7. Update point ratings after last contest before TSSC. Have invitations to TSSC ready before last contest. After last contest mail out invitations to those only qualifying for TSSC along with newsletter explaining TSSC any upcoming elections, and overall point ratings. When accepting entries for TSSC, make sure entrants are eligible. If not send back or notify them in some way.
8. After TSSC chart and type results of TSSC and add to points before TSSC to achieve overall points, which are used to determine eligibility to the USASC. Mail out results from TSSC, final point ratings, USASC eligibility and any other information in newsletter.
9. Assist President with meetings. Type and mail minutes of meetings to all officials.
10. File all newsletters, results, points and letters.
11. Secretary is responsible for all individual insurance release forms being signed by all officials and competitors.

## CHECK IN PROCEDURE

This is the procedure for check-in on the beach the day of the contest.

1. You should have on a clipboard the contest competitor list, membership list, the completed heat sheets, order of events, extra entry forms, team entry forms, spiral notebook and an envelope to put money and entries in.
2. All competitors will be listed on the contest division list according to their divisions and/or events. There is no need for a paid competitor for the contest, already on heat sheets, to check-in.
3. A competitor that may owe fees or is entering on the beach will need to check-in.
  - a. If money is owed and collected, be sure to note this on the list next to their name. (Example: pd, \$amount, what for)
  - b. If it has ENTRY next to their name, they must fill out an entry blank and sign the release, and with a parent's signature if needed.
  - c. If they want to enter on the beach, first check to see if there is room in the division to enter without making any new heats (check the alternate list or heat sheets).
  - d. If there is room in a heat, take the completed entry form, money for entry and any membership if owed (check the membership list), and enter their name in one of the vacant slots on the heat sheet for that divisional heat. Also, mark on both the contest list or spiral notebook and entry how much money was collected, for what division and or divisions, and whether it was cash or check.
  - e. Beach entries are on a first come, first serve basis. If someone wants to enter and you check that division's heat sheets and there is no available slots open, put their name on a list for that division keeping them in the order that they check-in. This is also on a first come, first serve basis. If a paid competitor does not show up at the first call of their heat, put the #1 beach entry in that slot. **BE SURE TO GET THE ENTRY MONEY.** You may either get the fees owed at the time they put their name on the list for an available slot and then refund the money if they are unable to obtain a slot, or you may get the money from them when you are actually putting them in the empty slot from a no-show. Do whichever way will be the easiest for you as long as you secure the money owed before they surf their heat.

## TEAM ENTRY PROCEDURE

1. All Teams must complete a Team Entry form and submit to the contest officials prior to the start of the first heat of the contest. No changes may be made to a Team Entry form after the contest starts.
2. Teams may consist of no more than 6 and no less than 4 individuals.
3. Each individual cannot be entered in more than 2 divisions for one team but can be entered on more than one team. For example, Joe Shred could enter Junior Men and Men for Big Bad Surf Shop – Team A and Mens LB for Big Bad Surf Shop – Team B.
4. Team points are earned only when a team member makes a final (places 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> but not 5<sup>th</sup> in the case of a 5 person final). The larger the number of competitors in a division the larger the possible points a competitor can earn for his or her team.
5. If a team has more than 6 team members but not enough to make two teams, the extras may be listed as alternates. Alternates are placed on the specified team only in the event of a no-show on that team in the prelims. Alternates must be listed in numerical order and be placed as such. Alternates cannot be listed on a separate team and as an alternate on another team. Team Captains are responsible for making sure the alternate is placed in the no-show team slot.
6. The tallier will keep up with the team points as the finals are run.

### TEAM POINTS

1. Team points go only to the top 4 finalists. All finalists must surf the final to obtain team points.
2. Points are determined by the number of surfers in each division and are such:

### FOR OPENS:

#### TABLE OF TEAM POINTS AWARDED:

	Number of Competitors in the Division								
	<u>1-6</u>	<u>7-12</u>	<u>13-18</u>	<u>19-24</u>	<u>25-30</u>	<u>31-36</u>	<u>37-42</u>	<u>43-48</u>	<u>49 +</u>
1st Place	10	15	20	25	30	35	40	45	50
2nd Place	9	14	19	24	29	34	39	44	49
3rd Place	8	13	18	23	28	33	38	43	48
4th Place	7	12	17	22	27	32	37	42	47

### FOR DISTRICTS:

# of competitors	(1-6)	(7-12)	(13-18)	(19-24)	(25-30)	(31-36)
1 <sup>st</sup> place	5	10	15	20	25	30
2 <sup>nd</sup> place	4	9	14	19	24	29
3 <sup>rd</sup> place	3	8	13	18	23	28
4 <sup>th</sup> place	2	7	12	17	22	27



TEAM ENTRY COMPETITION RULES AND ENTRY FORM



- 1. All Teams must complete a Team Entry form and submit to the contest officials prior to the start of the first heat of the contest. No changes may be made to a Team Entry form after the contest starts.
2. Teams may consist of no more than 6 and no less than 4 individuals.
3. Each individual cannot be entered in more than 2 divisions for one team but can be entered on more than one team. For example, Joe Shred could enter Junior Men and Men for Big Bad Surf Shop - Team A and Mens LB for Big Bad Surf Shop - Team B.
4. Team points are earned only when a team member makes a final (places 1st, 2nd, 3rd, or 4th but not 5th in the case of a 5 person final). The larger the number of competitors in a division the larger the possible points a competitor can earn for his or her team.

Table with 2 main sections: 'FOR OPENS' and 'FOR DISTRICTS'. Each section has columns for 'number of competitors' (1-6) and rows for '1st place', '2nd place', '3rd place', and '4th place'.

Team Name: \_\_\_\_\_

Table for team entry with columns: Competitor Name, Division, Place, Points, Total. Includes rows 1-6 and a 'Place' label.

Team Name: \_\_\_\_\_

Table for team entry with columns: Competitor Name, Division, Place, Points, Total. Includes rows 1-6 and a 'Place' label.

Team Name: \_\_\_\_\_

Table for team entry with columns: Competitor Name, Division, Place, Points, Total. Includes rows 1-6 and a 'Place' label.

TEAM POINTS TABULATION PROCEDURE

1. During the finals, the tabulator is to keep up with all team points. This means the tabulator should have from the start of the contest all the completed team entry forms (absolutely no changes on the forms after the contest is started).
2. Each competitor who is listed on a team entry and who has gotten into the finals in the division listed next to their name on the team form, will receive points for their placing in the finals. (note: if there are 5 competitors in a final, only the first 4 places receive team points, 5<sup>th</sup> place receives no points. Also, to receive the points, each competitor must surf in their final. No points will be given to a no-show in the finals for their team slot.
3. To determine how many points a competitor receives in a certain division, go to the first round of heats (preliminary heats) and count how many competitors actually surfed (do not count no-shows) in that division. If it was just a final, count how many were in the final. Keep that total on a separate paper for easy reference. It is best to list all the divisions with the total competitors for each division, and 1<sup>st</sup> thru 4<sup>th</sup> places to be filled in as the finals finish. Also as the contest goes along, mark out competitors who don't make it to the finals with zero points on the Team Entry Form.
4. On the Team Entry Form there are two sets of team points, one for Open contests and one for District contests. Select the appropriate set. The number in parenthesis ( ) is the number of total competitors in the division. The numbers below the ( ) are the points awarded per place. Example: In a District contest, if there were 8 surfers in the Boys division, go to the (7-12) category and give 10 points to the first place, 9 points to the 2<sup>nd</sup> place, 8 points to the 3<sup>rd</sup> place, and 7 points to the 4<sup>th</sup> place.
5. Place those points on the Team Entry Form next to the appropriate competitor / division. At the end of the contest, add up the points for each team. The team with highest number of points gets 1<sup>st</sup>, second highest gets 2<sup>nd</sup>, etc.
6. If there is a TIE for a placing, take each team that is tied and break it down into how many competitors in a division for each of the finalists on the team. Example: Joe Mama got 3<sup>rd</sup> in Boys and there were 8 total competitors in Boys, so he gets 8 points. Next on that Team, Don Ducker placed 2<sup>nd</sup> in Junior Men and there were 19 total competitors in Junior Men, so he gets 19 points. Do this for each competitor on each of the teams and re-total to break the tie. This is only used to break a tie between the tied teams. If there is still a tie take away the points of the competitor with the lowest points for each team till the tie is broken.
7. This is the breakdown for Open and District contest Team Points:

**FOR OPENS:**

# of competitors	(1-8)	(9-16)	(17-24)	(25-32)	(33-40)	(41-48)
1 <sup>st</sup> place	10	15	20	25	30	35
2 <sup>nd</sup> place	9	14	19	24	29	34
3 <sup>rd</sup> place	8	13	18	23	28	33
4 <sup>th</sup> place	7	12	17	22	27	32

**FOR DISTRICTS:**

# of competitors	(1-6)	(7-12)	(13-18)	(19-24)	(25-30)	(31-36)
1 <sup>st</sup> place	5	10	15	20	25	30
2 <sup>nd</sup> place	4	9	14	19	24	29
3 <sup>rd</sup> place	3	8	13	18	23	28
4 <sup>th</sup> place	2	7	12	17	22	27

**HEAT SHEET TABULATION PROCEDURE**

1. Collect all the sheets from the judges and staple together.
2. Make sure each judge of that heat has the same wave counts for each color.
  - a. If a ride has been missed, an attempt will be made to identify the missed ride by referring to the other judge's sheets. A score will be given the missed ride by averaging the missed wave according to the scoring level used by the judge in question.
3. Identify interferences, if any, and/or penalties.
  - a. For an interference or penalty to go through it must be called by the majority of the judges.  
Example: 2 out of 3 or 3 out of 5
4. Upon the completion of these formalities, the judges' sheets may then be totaled.
  - a. For all heats the best waves 2 waves of a 10-wave limit will count toward the results for all heats except Finals. For Finals the best waves 2 waves of a 12-wave limit will count toward the results.
  - b. The scoring waves shall be circled, totaled and any penalties deducted. The total shall be placed in the total points column. The heat places are then calculated and entered on the place column. The competitor with the highest score will receive 1<sup>st</sup> place, the second highest will receive 2<sup>nd</sup> place and so on.
  - c. If a judge ties 2 or more competitors, the placing points awarded each of the tied competitors will be the average of the affected placing points added together.  
Example: If 2<sup>nd</sup> and 3<sup>rd</sup> are tied; add  $2 + 3 = 5$  divided by  $2 = 2$  for each tied competitor.  
Or, if 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> are tied; add  $2 + 3 + 4 = 9$  divided by  $3 = 3$  for each tied competitor.
5. When no other calculations are required on the judges sheets, the results are transcribed on the tally part of the top judges sheet as follows:
  - a. Place scores from each judge on the appropriate row for that judge and for the correct color column.
  - b. If there are 5 judges, the high judge and the low judge scores are crossed out for each competitor.
  - c. Total the places at the bottom on the appropriate row.
6. If at this point a tie situation occurs, the tabulator will proceed to break the tie as follows:
  - a. Compare the relative position of the tied competitors on the tally section using the + - (plus, minus) system.  
Example:  
If judge A has orange with 2<sup>nd</sup> place and green with 3<sup>rd</sup> place, orange gets a + and green gets a -.  
Judge B has orange in 3<sup>rd</sup> and green in 2<sup>nd</sup>, then orange gets a - and green gets a +.  
Judge C has orange and green tied, then they both get an = (equal) placing.
  - b. Now count the +'s for the orange and the green. Whichever color/competitor gets the most +'s wins the tiebreaker.
  - c. However, if both colors have the same number +'s, then the tie must be broken ONLY on the judge that tied the two.  
Example:  
Judge C has both orange and green tied on the tally section. The + - system was used but did not break the tie.  
Go to Judge C's sheet. Now take the highest circled wave for orange and green only. The highest wave breaks the tie. If still tied, go outside the 2-circled waves to the next highest wave and continue on until tie is broken.  
If the tie can still not be broken this way, there will be a 10-minute surf-off.

## **PENALTIES**

1. If a judge thinks interference has taken place, the judge shall make a triangle around the score of the offending competitor and draw an arrow to the ride of the competitor who was interfered with. In case of a paddling interference, the triangle shall be placed on the line between the appropriate rides for the offending competitor and filled with P.I. (no ride / no score) and the arrow still drawn.
2. **See competition rules for interference penalty. (pg. 12)**
3. Any competitor who starts surfing while waiting for their heat to begin or after the start of the next heat, will be penalized 2.5 points on all judges sheets if a majority of the judges or head judge individually calls it.
4. Each wave surfed in a heat beyond the wave limit will be penalized 2.5 points PER INFRACTION on all judges sheets.

**CONTEST FINALS RESULTS FOR TROPHY PRESENTATION**

Micro-Groms

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Mini-Groms

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Mini-Girls

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Groms

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Boys

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Girls

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Junior Men

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Junior Women

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Mens

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Women

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Masters

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Senior Men

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Legends

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Open Bodyboard

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

4. \_\_\_\_\_

Junior LB

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_



Open Mens LB

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Womens LB

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Senior LB

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Open Mens SB

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Air

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Teams

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

## HOW TO DO INDIVIDUAL CONTEST POINTS

Individual points are given after each contest so that every contestant knows how they placed in the contest and how many points are awarded to that placing. The divisional order will be:

### SHORTBOARD DIVISIONS

Micro-Groms (age 8yrs and under, push-in) FREE

Mini-Groms (age 11 yrs and under)

Mini-Girls (girls 11 yrs and under)

Groms (age 13 & under) \*

Boys (age 15 & under) \*

Girls (age 15 & under) \*

Junior Men (age 17 & under) \*

Junior Women (age 17 & under) \*

Men (age 29 and under)

Women (all ages) \*

Masters (ages 30+)

Senior Men (ages 40+)

Legends (ages 50+)

Note: Open Shortboard and Air divisions will not count toward team points.

Open Shortboard (all ages) \*

Air (all ages)

### LONGBOARD DIVISIONS

Junior LB (ages 17 & under)

Open LB (all ages) \*

Senior LB (ages 40 +)

Womens LB (all ages) \*

### BODYBOARD DIVISIONS

Open Bodyboard (all ages)

\*Divisions Compatible with International Surfing Assoc. /Surfing America Competition Divisions

1. To do the points, list each person as to how they placed starting with the finals and working backwards all the through prelims. The backwards orders is Finals, Semi-Finals, Semi-Main (if any), and Prelims.
2. This will be an example of 18 contestants entered in Junior Men with 3 rounds of heats plus finals.
3. Below the divisional name, put the finalists starting with 1<sup>st</sup> place, 2<sup>nd</sup> place, etc.

#### Junior Men

1 <sup>st</sup>	Joe Dog
2 <sup>nd</sup>	Joe Smoe
3 <sup>rd</sup>	Joe Rad
4 <sup>th</sup>	Joe Hot

4. Now, to determine the rest of the placings, go to the next round of heats in that division, run right before the Final. In this case it is (round 3) two Semi-Finals with 3 people in each heat. Two out of each heat (1<sup>st</sup> and 2<sup>nd</sup>) advanced to the Final and should already be listed. The 3<sup>rd</sup> place finishers from each heat will have placings of equal 5ths.

Example:

In one Semi-Final Joe Dog got 1<sup>st</sup>, Joe Smoe got 2<sup>nd</sup>, and Ted Geek got 3<sup>rd</sup>.

In the other Semi-Final Joe Rad got 1<sup>st</sup>, Joe Hot got 2<sup>nd</sup>, and Ted Cool got 3<sup>rd</sup>.

Joe Rad, Joe Hot, Joe Dog and Joe Smoe advanced to Finals and Ted Cool and Ted Geek receives an equal 5<sup>th</sup> placing. (( If for some reason Tim cool had been a no-show for his semi-final, Ted Geek would receive a 5<sup>th</sup> placing with Tim Cool a 6<sup>th</sup> placing.))

Junior Men

5<sup>th</sup> Ted Geek

5<sup>th</sup> Ted Cool

5. Continue backwards through that division's rounds. In this case the next round consists of 3 Semi-Mains (round 2) with 4 competitors in one heat and 3 competitors in the other two heats.

Example:

In the first Semi-Main heat Tim Cool who 1<sup>st</sup>, Joe Hot got 2<sup>nd</sup>, Tom Thumb got 3<sup>rd</sup>, and Bill Bad got 4<sup>th</sup>.

In the second heat Joe Rad who got 1<sup>st</sup>, Joe Smoe got 2<sup>nd</sup>, and Bob Cat got 3<sup>rd</sup>.

In the third heat Joe Dog got 1<sup>st</sup>, Ted Geek got 2<sup>nd</sup>, and Wilbur Kook got 3<sup>rd</sup>.

We already know who placed 1<sup>st</sup> through 4<sup>th</sup> and who tied for 5th place leaving the 5<sup>th</sup> and 6<sup>th</sup> places taken. So the next highest placings in this round, 3<sup>rd</sup> place will be given equal 7<sup>th</sup> placings with the 4<sup>th</sup> place getting 10<sup>th</sup>.

Junior Men

7<sup>th</sup> Tom Thumb

7<sup>th</sup> Bob Cat

7<sup>th</sup> Wilbur Kook

10<sup>th</sup> Bill Bad

6. Continue backwards again to the next round in that division. In this case it is the 1<sup>st</sup> round of Prelims consisting of 5 heats. There would have been 3 four-man heats and 2 three-man heats.

Example:

In the first Prelim heat Joe Rad got 1<sup>st</sup>, Wilbur Kook got 2<sup>nd</sup>, John Wild got 3<sup>rd</sup>, and Lee Frog got 4<sup>th</sup>.

In the second heat Bob Cat got 1<sup>st</sup>, Tim Cool got 2<sup>nd</sup>, Dick Tracy got 3<sup>rd</sup>, and Brad Pitt got 4<sup>th</sup>.

In the third heat Tom Thumb got 1<sup>st</sup>, Joe Hot got 2<sup>nd</sup>, Ralph Nooner got 3<sup>rd</sup>, and Elmo Green who 4<sup>th</sup>.

In the fourth heat Bill Bad got 1<sup>st</sup>, Ted Geek got 2<sup>nd</sup>, and Sean Sun got 3<sup>rd</sup>.

In the fifth heat Joe Smoe got 1<sup>st</sup>, Joe Dog got 2<sup>nd</sup>, and Dan Nasty got 3<sup>rd</sup>.

In this round the 3<sup>rd</sup> place finishers will get equal 11ths with the 4<sup>th</sup> place finishers getting equal 16ths.

Junior Men

11th John Wild

11th Dick Tracy

11th Ralph Nooner

11th Sean Sun

11th Dan Nasty

16th Lee Frog

16th Brad Pitt

16th Elmo Green

7. This now completes the placings for the 18 competitors in the Junior Men Division. Now each competitor is awarded points for each placing. This is how the final results will be shown on the contest results.

Junior Men

1. Joe Dog 1000

2. Joe Some 900

3. Joe Rad 810

4. Joe Hot 729

5.	Ted Geek	656
5.	Ted Cool	656
7.	Tom Thumb	531
7.	Bob Cat	531
7.	Wilbur Kook	531
10.	Bill Bad	387
11.	John Wild	348
11.	Dick Tracy	348
11.	Ralph Nooner	348
11.	Sean Sun	348
11.	Dan Nasty	348
16.	Lee Frog	206
16.	Brad Pitt	206
16.	Elmo Green	206

8. The following is a breakdown of the points awarded for Open contests and District contests.  
(minus 10% for each placing,  $1000 \times .10 = 100$  next place is  $1000-100 = 900$ , then  $900 \times .10 = 90$  next place is  $900-90 = 810$ , then  $810 \times .10 = 81$  next place is  $810-81 = 729$ , etc)

<u>OPENS</u>	
(placings)	(points)
1	1000
2	900
3	810
4	729
5	656
6	590
7	531
8	478
9	430
10	387
11	348
12	314
13	282
14	254
15	229
16	206
17	185
18	167
19	150
20	135
21	122
22	109
23	98
24	89
25	80
26	72
27	65
28	58
29	52
30	47
31	42
32	38
33	34
34	31
35	28
36	25
37	23
38	20
39	18
40	16

<u>DISTRICTS</u>	
(placings)	(points)
1	500
2	450
3	405
4	364.5
5	328
6	295
7	265.5
8	239
9	215
10	193.5
11	174
12	157
13	141
14	127
15	114.5
16	103
17	92.5
18	83.5
19	75
20	67.5
21	66
22	54.5
23	49
24	44.5
25	40
26	36
27	32.5
28	29
29	26
30	23.5
31	21
32	19
33	17
34	15.5
35	14
36	12.5
37	11.5
38	10
39	9
40	8