

NACSW™ Score Room Lead Training Process: Guidelines for Trainees

Thank you for your interest in becoming a Score Room Lead (SRL). We are always looking for people to become SRLs and are grateful for your offer to help! At this time, if you have not already done so, please email ScoreRoom@NACSW.net to request access to the Score Room Lead Information folder on Google Drive. This folder contains documentation of our Score Room procedures, including the Score Room Guidelines, Search Crew Briefing scripts and Instruction forms, and a link to download the SR App.

The SRL plays a critical role in ensuring the success of NACSW trials by ensuring that scores are calculated and reported accurately and timely. To provide consistency across all NACSW trials and successful volunteer experiences for everyone in the score room, we have established a training process to help ensure that SRLs have the skills necessary for this position. This process includes the following four steps:

1. Obtain experience working in the Score Room (SR), under an approved SRL.

During this phase of your training, you will want to bring the SRL Training Log (the last page of this document) with you to trials at which you work. Let the SRL with whom you work know that you are interested in becoming an SRL and show them your current training log at the beginning of the day so that they can make decisions about your training based on what you have already done so they can build on your prior experience. At the end of the day, ask them to complete and sign your training log and provide feedback on your performance.

Eventually, you will want to obtain experience (1) in all 7 of the Topics described in the attached list of Score Room Competencies, and (2) be rated as “proficient” (i.e., a “3”) in all of them. You will also want to obtain experience in each of the different titling levels, although you are NOT required to obtain that experience sequentially. For instance, if you have occasion to work in NW3 and Elite trials before you are able to work in NW1 and/or NW2 trials, that is fine. We will still expect you to obtain NW1/2 experience before being approved as an SRL for those levels, but your potential approval as an NW3 or Elite SRL will not be delayed just because you aren’t yet proficient at the NW1 and 2 levels.

2. Request approval to serve as an Associate Score Room Lead (ASRL) for the level(s) at which you have worked.

To obtain such approval, please email your completed SRL Training Logs to ScoreRoom@NACSW.net. To be approved as an ASRL, your logs need to document that you have (1) worked in all SR areas and (2) have been rated in most areas as “proficient” (i.e., 3) and in all other areas as “ready to try on own” (i.e., 2). Ideally, your logs will also show that you have been active in all 7 areas at the same trial(s), since the next step in your training will be to take overall charge of the score room, under the supervision of an experienced SRL. If your logs are satisfactory and you are approved as an ASRL for one or more trial levels, we will do the following:

- Invite you to join the NACSW SRL Google Group. This group is used to disseminate information and updates regarding K9 Nose Work score room rules, guidelines, and protocols.

- Add your name to the list of approved SRLs and ASRLs, with an indication of the level(s) at which you are approved as an ASRL.
- Grant you access to the Score Room Lead Information folder on Google Drive, if you haven't already received such access.

Once you receive such access, you will want to familiarize yourself with the various Google Drive documents for the trial levels at which you will be serving as ASRL. You'll also want to download the most current version of the SR App and install it on your computer. As part of downloading the app, you'll see that there are sample scoring data files that you can use to confirm that you understand how to load competitors into the app and to work with the associated trial data.

3. Work with hosts to identify opportunities to serve as ASRL for upcoming trials.

In working with the hosts, you'll also want to confirm with the assigned SRL(s) for the trial(s) that they are comfortable supervising you as ASRL. For example, a recently approved SRL may prefer not to supervise an ASRL. Also note that only one person can act as ASRL on any given trial date. Once you, the host, and the assigned SRL have agreed on a date for you to serve as ASRL, please let us know at ScoreRoom@NACSW.net. That will enable us to confirm that you receive the scoring files in advance of the trial date.

Please also ask the host to let his or her Trial Coordinator (TC) know the date(s) on which you will serve as ASRL and to give the TC your email address so that you can be included in the trial's "Logistics Document." Timely inclusion in the Logistics document will ensure that you receive the link to the scoring files directly from the Score Card team, 7 to 10- days in advance of the trial. A critical component of your assignment as ASRL is to load those files into the Scoring App to prepare for the trial.

4. Serve as ASRL.

For the day on which you serve as ASRL, you will be expected to lead the score room and participate actively in all SR activities, such that your supervising SRL can evaluate your performance in each area. Naturally, you will have helpers assisting you, but please do not delegate any activity entirely to someone else. To be approved as an SRL, you will need an evaluation showing that you performed proficiently in ALL areas on that specific day. For example, you may demonstrate your proficiency in downloading videos by taking primary responsibility for that task. At the same time, you may assign primary responsibility for score calculation and data entry to your helpers, but still demonstrate your proficiency in those areas by answering their questions, reviewing their work, and participating in score verification.

Once you have completed your ASRL assignment, email the SRL training log for that day to ScoreRoom@NACSW.net. If your performance was satisfactory (i.e., 3s in all SR areas), we will approve you as an SRL for that trial level.

How Much Experience is Required?

One of the most difficult questions to answer is just how much experience is required. We do not have any explicit standards that require all SRL trainees to work a specific number of times in the SR for a

given trial level before being approved as ASRL for that level. Different people will learn each of the skills more or less readily. However, we can provide the following guidelines as a rule of thumb:

- Certain skills are relatively transferrable from one level to another. For instance, requirements for Score Room Etiquette, Score Room Setup, and Video Downloads are reasonably consistent.
- By contrast, end of day skills and procedures differ between the various titling levels. As a result, we prefer that you obtain experience at all titling levels.
- Most SRLs will serve as ASRL for at least 3, if not all 5, titling levels before being approved as SRL for all levels.
- As noted above, we prefer that you work in the SR as a helper at each titling level before attempting to serve as ASRL at that level. However, if you already have experience as an SRL for 2 or more titling levels you may be approved to act as ASRL for another level, even if you haven't worked at that level before. This is a very subjective decision, and requires demonstration of an understanding of what is unique about the level for which you seek ASRL approval!
- Special circumstances may result in a loosening of some of these norms, with prior approval from ScoreRoom@NACSW.net.

Element Specialty Trials (ESTs)

You are not required to be a fully approved SRL to serve as the SRL for an EST, although you should at least be approved as an ASRL for one or more levels. Generally, when you are approved as ASRL for any NW trial level, you will also be fully approved as SRL for ESTs.

Please feel free to contact ScoreRoom@NACSW.net with any questions or concerns that you have during your training process or once you are an approved SRL. We appreciate your willingness to support the trial process and want to make sure you get the support you need in return!

NACSW™ Score Room Competency List

Topic	Competency
1. General Score Room Etiquette	<ul style="list-style-type: none"> - Can explain the following to new SR volunteers <ul style="list-style-type: none"> o What is discussed in the SR, stays in the SR o Do not discuss scores or trial status with people outside the score room o No competitors allowed in the score room o Ask for quiet when needed o No liquids near laptops or paper work o Contact the CO if a video review is needed, no one else is to watch the video o Videos should only be downloaded using either the CO's computer or a computer provided by the host for that purpose
2. Score Room Set Up	<ul style="list-style-type: none"> - Load the scoring files into the computer, including loading possible titles files for NW3 and Elite trials - Set up laptop for entering score cards - Set up laptop for downloading videos - Check in with host for any changes to the run order - Check in with CO for search details to enter into the app and/or to write on score sheets. - Prepare score sheets - Set up camera charging area - Prepare for Volunteer Briefing
3. Volunteer Briefing	<ul style="list-style-type: none"> - Know and understand key volunteer roles. - Clearly explain general volunteer briefing notes. - Clearly explain volunteer duties for videographer, timers, and judge's stewards.
4. Score Card Completion	<ul style="list-style-type: none"> - Understand how to review and complete the SR section of score cards. - Know how to use the scoring matrix
5. Data Entry in SR App	<ul style="list-style-type: none"> - Replace/add/remove competitors within the app - Enter data into the app, including comparing that data to what is written on the score sheet - Work with other SR worker(s) to verify data entry within the app
6. Video	<ul style="list-style-type: none"> - Know how to set up Video folders - Understand how to rename Dog in White videos - Know how to download videos on both a PC and Mac - Understand how to trouble shoot video cameras
7. End of Day	<ul style="list-style-type: none"> - Get NW1 and NW2 title ribbons to the host as early as possible - Determine recipients of special titles (e.g., NW3, NW3 Elite and NW3 Element Titles; or Elite titles) - Set up Ribbon Table for placements and any other titles (e.g., NW3 Element titles) - Generate results, including the Awards Summary and Debrief reports to be given to the CO - Put necessary paperwork in the trial's manila envelope - Ensure that all videos are on the NACSW thumb drive and on the CO's computer (if the CO wants copies) - Pack up Ribbon Box (or leave it for host if you don't know how to do it!) - Download results to email to TrialResults@NACSW.net

NACSW™ Score Room Training Log

Name: _____ Email: _____

City of Residence: _____ State: _____

SRL: Please indicate the trainee's skill level: 0 = didn't do, 1 = needs more training, 2 = ready to attempt on own at next assignment, 3 = proficient (no help needed).

Please directly discuss with the trainee areas in which more training/experience is needed so they know the skills on which they need to work!

Date: _____ Level: _____ Location (City/State): _____

Name of SRL: _____ SRL Signature: _____

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|---------------------------------|---|
| 1. Score Room Etiquette: _____ | 5. Data Entry: _____ |
| 2. Score Room Setup: _____ | 6. Video: _____ Used: PC or Mac |
| 3. Volunteer Briefing: _____ | 7. End of Day: _____ |
| 4. Score Card Completion: _____ | <input type="checkbox"/> Check here if this was an official ASRL assignment |

Date: _____ Level: _____ Location (City/State): _____

Name of SRL: _____ SRL Signature: _____

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|---------------------------------|---|
| 1. Score Room Etiquette: _____ | 5. Data Entry: _____ |
| 2. Score Room Setup: _____ | 6. Video: _____ Used: PC or Mac |
| 3. Volunteer Briefing: _____ | 7. End of Day: _____ |
| 4. Score Card Completion: _____ | <input type="checkbox"/> Check here if this was an official ASRL assignment |

Date: _____ Level: _____ Location (City/State): _____

Name of SRL: _____ SRL Signature: _____

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|---------------------------------|---|
| 1. Score Room Etiquette: _____ | 5. Data Entry: _____ |
| 2. Score Room Setup: _____ | 6. Video: _____ Used: PC or Mac |
| 3. Volunteer Briefing: _____ | 7. End of Day: _____ |
| 4. Score Card Completion: _____ | <input type="checkbox"/> Check here if this was an official ASRL assignment |