

READ THIS FIRST! ATTENTION CHIEF SCORER

Sending Tournament Results and Paperwork:

- **Send results and paperwork immediately after the tournament.**
Use the return envelope provided to send paperwork to USA Water Ski (USAWS) Headquarters.
- **Create these files from the scoring computer**, with the WSTIMS printer set to “report to disk” so you don’t print them. (Refer to the WSTIMS USER’S GUIDE if you need help)
 - WSP File (created by “Tournament Summary” function of Scoring Task Menu)
 - Full (Reference) Scorebook File
 - Condensed Scorebook File
 - Boat Timing Graphs File, slalom and jump
 - Officials Reporting & Credit Import File
 - Tournament Backup LZH File (“Backup/Archive Entire Directory”) Create or re-create the LZH after you have created these other files. The LZH is written to a floppy disk (or to the \WSTIMS\DriveB\ folder on machines without a floppy drive).

Send the following:

- **LZH File (Tournament Backup).** E-mail to your Seeding Committee Representative. If email is not possible, send a diskette or CD with the LZH File to him/her. Don’t mail any paper to Seeding if you are sending a correct LZH file.
- **Paper Copy of Scorebook with Cover Sheet.** Include in the USAWS envelope.
- **Tournament Officials’ Record.** Include in the USAWS envelope.
- **Other Chiefs’ Reports.** Include paper reports in the USAWS envelope. As an option, the official may use the Adobe Acrobat Template available from USAWS Headquarters and complete the Chief report on computer. Scoring then copies pdf format reports into the WSTIMS tournament directory before creating the LZH file above.
 - Chief Judge’s Report
 - Towboat Use and Documentation Report
 - Safety Director’s Report and Checklist
 - Injury and Additional Treatment Report
- **Membership Registration Forms and Monies.** Include in the USAWS envelope.

Regional Procedures: Refer to your Region’s web site for additional procedures specific to your Region.

Seeding Committee Representatives:

East: Jennifer Frederick-Kelly
716-655-1061

Jennifer@frederichmachine.com

S. Central: Melissa Huitt
281-595-3935

melissaskier@gmail.com

West: Judy Stanford
925-216-1005

judy-don@sbcglobal.net

South: Kirby Whetsel
931-728-2369

kwhetsel@charter.net

Midwest: Dave Clark
847-269-7041

awsatechdude@comcast.net

Unknown USA Water Ski Member Numbers:

When a skier’s member number is not available, use 000-00-00XX (with XX being numbers from 01-99 in place of the XX). **Never use Social Security Numbers** as temporary / replacement member numbers.

Tournament Sanction Classifications: For multi-class tournaments, show the class of each skier (R, L, E, C).

Paper-scored Tournaments:

- Indicate jump ramp height where there is an option
- For record-capability events, submit copies of the scoring paperwork noting boat times for slalom and jump
- For multi-class tournaments, note the class of each skier (R, L, E, C) in the Master Scorebook
- Describe variations in scoring on the Master Scorebook
- Send in results and paperwork as above, substituting a paper copy of the Scorebook to Seeding in place of the LZH file