

Time Keepers/Score Keepers 4/14

General Procedures for Forms and Team Basics Divisions

1. Use Forms Score Sheet (inside division envelope)
2. Seat all competitors around the ring and check to make sure competitors have a wristband.
3. **If it is a forms division, the students will compete in the order listed on the roster (look inside envelope)**
4. Any students who are not on the roster must be sent to Master Rhee for verification. You can also check the Tournament Roster that is in the red notebook
5. Any student on the roster not present in the ring we will announce on the PA.
6. Seat the students in the order of the roster around the ring. Any students who are added to the roster will automatically compete in the first group or "next" if the division has already started.
7. **You will never have less than 2 or more than 3 competitors performing at the same time in the Jhoon Rhee Forms Divisions (Chosang, Jungyee, Exodus, Beethoven or Granada)**
8. Competitors in Open Forms (weapons) Divisions will compete 1 at a time.
9. No scores will be given until all students in the ring perform (or individual competitor). Once all competitors have competed, the Center judge will call each competitor (or group of 3) forward to receive their scores.
10. As the judges display the scores on their flip charts, one scorekeeper should read out the scores; the second score keeper should repeat the scores out loud while writing the scores on score sheet. If you are timekeeping by yourself, repeat the scores as you write them on the sheet. The purpose is to let the spectators know what the scores are. *THE SCORES GIVEN SHOULD BE TO THE HUNDREDTH DECIMAL POINT!* (example 8.75)
11. **VERY IMPORTANT:** After the 4 winners have been determined, write down the students full name and TKD school location on the division sheet (see school abbreviations sheet). Place score sheet & Judges notes (scores) into the envelope and return envelope to head table.

General Procedures for Sparring/Reactor Sparring:

1. Use Sparring Bracket Sheet (inside division envelope). **PLEASE USE A PENCIL!!!**
2. Check roster to make sure competitors are listed on the roster. If they are not, they must be sent to Master Rhee for verification.
3. Seat competitors around the ring and collect their sparring cards (extra cards in ring boxes).
4. Refer to the Sparring Roster sheet inside the division envelope and use the number next to the competitor name to identify each competitor and number the cards accordingly (use sharpie).
5. Once you determine the number of competitors in the ring, refer to your red notebook and now determine the number of byes from the chart.
6. **Byes are determined randomly.** Shuffle the cards and randomly select byes according to the bye sheet chart
7. **The competitors NUMBER should be used on the sparring bracket to identify each competitor. Do not write each individual name on the sparring tree as this takes too much time.**
8. **NEVER, ADD A LINE TO THE SPARRING BRACKET ONCE YOU HAVE IT SET UP.** If for some reason a competitor is added late, the bracket needs to be reconfigured.
9. Stopwatch should be running at all times unless the judge tells you to stop time!!!
10. Before the start of each match, make sure you clearly have the correct competitors competing.
11. Make sure the Center Judge is facing toward you during the match; he/she should not be calling points over his/her shoulder.
12. **Point Sparring:** 2 minutes or first to 5 points (7 points in Black Belt) **Bopper Spar:** 1 minute or first to 5 points
13. When time elapses, use the red taped white belt to throw in the middle of the ring. Don't be afraid to throw the belt and yell "TIME!"
14. **Make sure the winners know they need to stay for their next match. Keep them seated on one side of the ring. Students who lose (and not in the final 4) are done for the day and should be politely asked to leave the ring. Help younger students find their parents, and politely tell the parents their child can leave now. The less competitors in a ring the less confusion!**

VERY IMPORTANT:

After your division is over, place completed score sheets and rosters back into the envelopes and return them to the Head Table!