January 30, 2016

Dear Event Supervisor:

Thank you for running an event at the 2016 Solon High School Science Olympiad Invitational. Your time and effort are greatly appreciated; this tournament would not be possible without you. This letter contains information on how to submit the scores for your event.

All results should be entered in the format of raw scores onto enclosed the document titled “2016 Solon Invitational Event Score Sheet.” Please break all ties by adding a decimal value to the raw score. For example, a tie for two teams each scoring 96 should be resolved with the winner’s raw score being recorded as 96.1 and the loser recorded as 96.0.

The tier of each team, if applicable, should be recorded in the appropriate column. Codes for no shows, participation, and disqualification can be found in the key in the upper right of the score sheet. Additionally, you should confirm the top eight teams in the second table on the right of the score sheet. While our system ranks raw scores automatically, we like to confirm that our results match your expectations- especially for teams expecting to receive a medal.

The Scoring Room (Conference Room 2) will be open beginning at noon. Please bring your completed scoring sheet for entry into our online scoring system as soon as possible after this time. You will also need to provide all team’s score reports, exam documents, answer keys, etc. as appropriate to your event; please provide these documents sorted in team number order. These will be returned to teams at the end of the awards ceremony as part of the coach’s packets.

If a competitor requests to file arbitration for your event, please instruct them to have their team’s Head Coach submit a written complaint in the Scoring Room. For events requiring impound, the impounded device/build should not be removed from the event area if a team wishes to arbitrate an issue. You will be contacted to discuss any arbitration requests received.

Questions or concerns regarding scoring, arbitrations, or rules should be directed to Tournament Director Nicole Geiger at 216-469-4413 or to Nicholas Maurer at 216-956-4330. If you are falling behind on scoring/grading your event during the day, please request additional volunteers- again through the scoring room or the contacts listed above. A timely Awards Ceremony with fair and accurate scores is our primary goal.

Thank you again for your assistance,

Solon High School Invitational Scoring Team