**Basic Instructions for Using Mario Miino’s**

**MATCH RACE PAIRING & SCORING PROGRAM**

***Pairing Program***

1. Determine the number of teams in your event and the names of the skippers.

For example, your event has 10 teams and the names of the skippers are as follows: Chris Steele, Sam Gilmour, Chris Poole, David Storrs, Matthew Jerwood, Peter Holz, Peter Wickwire, Anna Ostling Kjellberg, Eric Monnin, and Will Boulden.

1. Rank the skippers and place them in order from highest ranked to lowest ranked. Please note that 1 is the highest ranking.

To do this, go to the following address and look up the skipper’s OPEN ranking [if your event is a women’s event, you will look up the skipper’s WOMEN’S ranking] for the Ranking Release Date closest to the date for your event:

<http://www.sailing.org/rankings/match/index.php>

For example, the OPEN rankings of the skippers mentioned above as of January 2018 in order [highest – lowest] are:

Sam Gilmour 5

Chris Steele 8

Matthew Jerwood 10

Eric Monnin 14

Will Boulden 17

Peter Holz 27

Chris Poole 42

David Storrs 55

Anna Kjellberg 64

Peter Wickwire 149

Note: Had this event been a women’s event, Anna Kjellberg’s rank would be #1.

1. Enter the skippers in ranked order on the appropriate pairing list. Note that green fields indicate where entries should be made.

To do this, you also need to know the number of boats that will be used in the event and the number of round robins planned. In the example provided, we will assume that there will be 10 boats and a single round robin: therefore, we look for the 10S-10B-1RR tab at the bottom of the pairing program and open that tab. Once there, input the skipper’s names in ranking order [highest to lowest] in the green box in the upper left hand corner of the form under the heading “Ranking List”. The program will then populate the pairing sheet for you, tell you how many times each skipper has starboard entries and how many times each skipper has port entries [it should be an equal number of times but may be one off for half of the skippers in some situations], tell you how many flights [and matches per flight] you have to sail to complete the round robin, and tell you how long it will take to sail each flight and the round robin. You will note that each skipper sails every other skipper once a round robin and that the highest ranked skippers will be sailing each other at the end of the round robin: check to see that this is the case.

You will note that the program also populates the white box in the upper right hand corner of the form under the heading “Name”. You will then enter the boat number drawn for each skipper in the green box next to his/her name under the heading “Boats Drawing”. The program will then populate the pairing sheet with boat numbers for each skipper.

4. Print and distribute the pairing sheets to umpires, race officers, competitors, and anyone else you want to have the sheets [spectators and publicity team, for example].

***Scoring Program***

1. Set up the scoring sheet for the round robin.

To do this, go to the tab that reads Scoring 10x10-1RR. You will see that the scoring grid has automatically been populated with the names of the skippers along the left column of the chart and along the top of the chart. The listing of skippers above the chart has been automatically populated as well. Fill in the name of the event in the green space at the top of this page and you are ready to enter results.

2. Enter results

To enter results, you look for the name of one of the skippers in a match in the left column and follow the row to the right of that person’s name to a green box below the name of the other skipper in that match. You then put the result in the green box: either a 1 or a 0. The result you enter there will be the score for the skipper whose name appears in the left column. If the skipper whose name is in the left column won the match, enter a 1 in the green box; if that person lost the match, enter a 0 in the green box. The chart will then populate the corresponding white box in the chart with the appropriate score and calculate totals and percentages.

3. Break ties and rank skippers in their finishing place after the chart is complete.

NOTE: The chart is not programmed to break ties.

***Other***

This program has other useful forms to use for management of the regatta. Take the time to become familiar with it.

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