

**NATIONAL COLLEGIATE  
WOMEN'S GYMNASTICS CHAMPIONSHIPS  
REGIONAL SCORING COORDINATOR MANUAL**



*Updated: February 2021*

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## **DUTIES OF THE SCORING COORDINATOR - PRELIMINARY ACTIVITIES**

1. Meet and speak with scoring personnel inclusive of head scorer; discuss scoring procedures (computer scoring relay and hand score validation), computer equipment and supplies needed. Indicate need for filing system for judges' slips, printer on/immediately behind score table, immediate duplicating abilities. View judges room for size and location. Indicate to media coordinator the need for rotation results to be distributed to head table personnel, all coaches and media; final results are to be distributed to judges as well. Discuss integration of the scoreboard, website and computer for posting of the scores to the audience and the media.
2. Confirm personnel: (30 total - including scoring coordinator)
  - Head scorer.
  - Assistant for head scorer/scoring coordinator (assist with organization, e.g., judges' slips, also be the Media runner to take results to announcer, media and, if necessary, Internet/website input).
  - Four (4) laptop computer (or headset) operators - one at each event, next to chief judge. **Not needed if judges are entering their own scores.**
  - Two (2) score verification persons – seated at head administrative table – each overseeing two (2) events: vault / balance beam; uneven bars / floor exercise.
  - One (1) runner per event (Vault, Bars & Beam), Two (2) runners for Floor (5 total) – one per auxiliary judge; none for chief judge. **If using scoring system other than ScoreKeeper, you will need 1 runner per event (4 total) to pick up NCAA score sheet or score verification sheets from each judge at the end of each rotation and bring to head administrative table to score verification persons.**
  - Four (4) score flashers per event (16 total) – one per judge
3. Ensure needed supplies:
  - One (1) main scoring computer; one (1) backup laptop computer is highly recommended. (Or keep results of each rotation on a thumb/jump drive should main scoring computer fail).
  - Four (4) laptop computers (preferred method to relay event scores to head table); hardwired to main scoring computer or ensure enough battery life to be active for entire competition **Not needed if judges are entering their own scores via keypads**

**OR**

six headsets (include backup sets and extra batteries; the headset for at least the head scoring table operator should cover both ears)

  - Laser printer at head table - with extra ink cartridge
  - Reams of paper – white (2); four pastel colors: blue – vault; yellow – uneven bars; pink – balance beam; and green – floor exercise (1 each; 4 total). **If judges are entering their own scores, colored paper will not be needed, only white paper.**
  - Pencils/pens, pencil sharpener, staplers (5 - with extra staples), 5 staple removers, small and large paper clips, colored markers (to match pastel-colored paper), hanging file folders and folder container (folder box); clip boards (3).
  - Paper cutter to cut judges' slips (guillotine style is highly recommended). **Not needed if**

judges are entering their own scores via keypad.

- Copier with easy accessibility to the head table; should sort and staple quickly.
- 16 handheld score flashers
- 4 free standing score flashers – 4 digit panels are recommended.
- 1 – 3 digit score flasher for vault start value
- 16 start value charts
- 12 Up to Level cards (for Bars, Beam and Floor)

## PREFERRED COMPUTER PROGRAM

The computer program used at the National Collegiate Women's Gymnastics Championships is the Gymnastics Scorekeeper, developed by Peter Gysegem. This program is specifically designed to score the NCAA championships. The features include the following:

- For meet management, the program prints hand scoring sheets, lineup validation forms for coaches to verify their lineup before the meet starts, a one-page rotation summary report, score verification sheets and judges' score slips including line judges' slips with the judge's name and number, gymnast's name, number, and school.
- To report results, the program prints results for the teams, each event, all-around, NCAA score sheets with team, individual all-around gymnasts and event specialists.
- Handles lineup changes and score changes due to inquiries.
- Includes reports to help with score validation.
- Interfaces with and sends results to the facility's display scoreboard.
- Capable of using additional scores when necessary to break ties.
- Provides Internet access and updates a web page with live meet results.
- Includes a separate program that can be used by the media (including the television crew) that provides instant, detailed results to assure timely and accurate reporting.

## SCORING PROCEDURES

The scoring procedures outlined below describe a double check system that is predicated on each judge placing the correct score for each gymnast on the appropriate judges' slip. It is imperative to remind the judges to take their time to ensure a correctly completed judges' slip for every gymnast.

### A. Computer (Headset) Scoring at Event:

1. At the completion of a gymnast's routine, the judges calculate their respective score; scores are flashed, along with start values, while the runner(s) take the judges' slips to the chief judge. **No judges slips used if judges are entering their own scores via keypad.**
2. After the chief judge receives and organizes the four judges' slips, the average score is flashed by the chief judge's score flasher. Simultaneously, the computer operator enters the judges' scores in order (Judge 1 to Judge 4) on the electronic NCAA score sheet for that event/team **OR** the headset operator calls in the scores to the head scorer in order (J1-J4); for accuracy, ensure the head scorer repeats scores back to the headset operator. **OR judges enter their own scores via keypad.**
3. When all four of the gymnast's scores are entered in the computer, the computer program will ensure automatic calculation of the gymnast's average score.
4. The computer/headset operator then staples together the 4 judges' slips for that gymnast in order (J1-J4) and places them face down on the table. **Disregard if judges are entering their own scores via keypad.**
5. At the conclusion of the event (inclusive of all-around competitors and event specialists), the computer/headset operator takes all judges' slips to that event's

Score Verification person seated at the head table. (\*Option: host institution could identify one person to pick up all judges' slips, on all events, throughout the competition.) **If judges are entering their own scores--At the conclusion of the rotation, each judge should place their score verification sheet or NCAA Score sheet on their table to be picked up by the runner who will bring them to the head administrative table for score verification.**

6. Should neither a computer or headset be available at each event, the 4 judges slips per gymnast can be brought to the head table, after being seen by the chief judge, for input in the main scoring computer: a.) immediately after each routine; b.) after two or three (2-3) gymnasts have competed; c.) or after each rotation has been completed.

B. Score Verification at Head Scoring Table:

1. When all scores have been entered for an event during each competition rotation, the head scorer prints the NCAA score sheet or the score verification sheet for that event and gives it to the scoring coordinator, indicating which team and event's score sheet has just been printed. The scoring coordinator then highlights the team name and event in the highlighter color of the pastel paper used for the judges' slips for that event. The scoring coordinator then gives that score sheet to the respective score verification person for review.
2. When the score verification person receives the judges' slips and the NCAA score sheet or score verification sheet, he/she reviews the NCAA score sheet or score verification sheet against the judges' slips for any errors (inclusive of incorrect scores due to mis-ordered judges' slips or non-inclusion of neutral deductions). **If judges slips are not used, each judge will enter their scores on a score verification sheet or additional NCAA score sheet for the score verification person to compare to the official NCAA score sheet that is printed by the head scorer at the end of each rotation.**
3. If an error is discovered, the scoring coordinator is notified to review and make necessary corrections.
4. If no errors are found, the score verification person shall place his/her initials next to the event on that team's score sheet and gives it to the scoring coordinator for further review.
5. [Once again, the average score for each gymnast and the team event totals are calculated by the computer program.]

C. Scoring Coordinator Review/Sign-off:

1. After each score verification person completes his/her review, the scoring coordinator re-reviews the NCAA score sheet against the judges slips for that event/team for any errors.
2. If an error is found, the correction is made as needed.
3. If no errors are found, the scoring coordinator notifies the head scorer that all scores are correct for that event/team; the scoring coordinator then signs off on the score

- sheet and files the score sheet with the judges' slips for that event in the team's file.
4. At the conclusion of each rotation and upon completion of the score sheet review process outlined above for all four events, with the scoring coordinator's approval, the head scorer prints off that rotation's score sheets.
    - The scoring coordinator brings the results for each event to that event's four judges so they can verify their scores at the conclusion of the next rotation. This process allows the judges to verify their scores as the meet is in progress so the final results (4th rotation) can be verified quickly at the conclusion of the competition and the championship results can be announced as soon as possible. (There is no need for the judges to sign or return these event scoresheets to the scoring coordinator unless an error is identified.)
      - Media services copies the results for distribution to the head table, coaches and media.
      - Ensure results are copied onto a jump/thumb drive in the event the main scoring computer fails.
  5. At the conclusion of the competition and upon completion of the score sheet review process outlined above, with the scoring coordinator's approval, the head scorer prints the final score sheets:
    - The scoring coordinator ensures that all judges review their 4<sup>th</sup> rotation score and sign what will be considered the 'official' final score sheet.
    - The scoring coordinator ensures that each team's head coach signs the same 'official' final score sheet.
      - Media services copies the official final score sheet for distribution to the head table, coaches, media and judges.
      - The scoring coordinator signs two (2) official score sheets. One is e-mailed to the NCAA gymnastics championships administrator and one remains with the tournament director.
  6. Only if warranted, at the conclusion of the competition session a judges' score verification process is conducted with the judging panels.

D. Judges Score Verification Process: (*only if warranted*)

(Five sets of score sheets are required.) In the judge's room, the score verification person from the head table will meet with their respective event judges; the score verification person will read each judge's score for each gymnast for each team, individual all-around gymnast and individual event specialist from the judges' slips. While they are reading the scores from the judges' slips, the judges are double-checking against their notes and the computer score sheet. If there are no mistakes, the scoring coordinator and the meet referee sign a single set of the score sheets. If mistakes are found, a corrected computer copy will be generated for signatures. (It is helpful for communication, if a committee member with a radio or cell phone is present). The scoring coordinator then signs the two (2) corrected and official final score sheets. One is provided to the NCAA gymnastics championship administrator and one remains with the tournament director.

## **RESPONSIBILITIES OF THE SCORING COORDINATOR - PRE-COMPETITION**

### **Wednesday:**

- Check for all supplies and filing system for score sheets/judges' slips.
- Check main and laptop scoring computers (or headsets) and printer.
- Become familiar with copier.
- Ensure competitors' names and numbers are entered into computer scoring system inclusive of all-around gymnasts and event specialists. (AA/IES for Friday only)
- Ensure judge's names and correct ratings are entered into the computer scoring system.
- Obtain tentative lineups for each team from tournament director and have head scorer enter preliminary lineups into computer scoring system.
- Become familiar with all workers/volunteers (runners, flashers, computer [headset] operators, media relations, floor manager and announcer).

### **Thursday - Saturday: Before Competition -**

- Ensure that all supplies are in place: head table and each Chief Judge's table.
- Attend judges meeting - Appendix A.
- Have floor manager/meet referee meet with all floor personnel 1.5 hours before competition to review responsibilities - Appendix B.
- Meet with computer/headset operators and score verification persons; review respective responsibilities.
- Using the Lineup Verification Form (Appendix K), verify each team's lineup and/or obtain lineup changes from head coaches 1.5 hours prior to competition.
- Once team lineups are verified, have head scorer generate judges' slips using pastel colored paper: blue – vault; yellow – uneven bars; pink – balance beam; and green – floor exercise. **Omit this if judges are entering their own scores.**
- Have assisting personnel collate judges' slips (Appendix J), in competition order, for each judge at each event; paper clip (small) each team, accompanying All-Around and Event Specialist, for each judge then paper clip (large) each judge's total slips for that competition session (30 minutes - two individuals). Include eight (8) blank judges' slips for each judge for any lineup changes. **Omit this if judges are entering their own scores.**
- Print floor exercise line judges' slips (white paper); collate, paper clip (small) each team's slips then paper clip (large) each line judge's total slips for that competition and place on a clipboard. **If using ProScore, you will need to make some type of line judge slips or give the line judges an NCAA scoresheet and blank slips of paper on a clipboard to fill out if a gymnast steps out of bounds.**
- Have computer scorer generate Rotation Summary (Appendix F) and NCAA score sheets for judges (18 each), media (one to media relations for copying), announcer (1), and score verification persons (2) and computer (headset) (4)



operators. Ensure distribution to all. **If judges are entering their own scores, each judge will need 4 NCAA score sheets or 4 score verification sheets (1 for each rotation) (80)**

- Have computer scorer generate NCAA score sheet (Appendix H) for judges (20). **(80, if using for score verification after each rotation) (2 for line judges) (1 for Meet Referee)**
- If time permits, take packets of judges' slips, NCAA score sheets and rotation summaries to judges in their meeting room; otherwise, place those same items at their respective seat on the competition floor. Judges do not need to initial or sign each slip as their names are pre-printed.
- Have each computer/headset operator check to ensure clear connection/communication with head scorer a minimum of 20 minutes prior to competition.
- Make any lineup changes as necessary prior to competition; relay those changes to head scorer and appropriate computer scorer and judges.
- Be certain EVERYONE is in place and ready before march-in.

### **RESPONSIBILITIES OF THE SCORING COORDINATOR - DURING COMPETITION**

- Assist with any problems. Ensure communication of any lineup changes to:
  - Computer/headset operator and judges at affected event.
  - Head scorer.
  - If asked to be involved with inquiries, be accessible to assist as needed.
- At the conclusion of each event, the scoring coordinator takes the computer-generated NCAA score sheet or score verification sheet printed by the head scorer, highlights the team name and event in the highlighter color of the pastel paper used for the judges' slips for that event and gives it to the respective score verification person.
- When the score verification person receives both the judges' slips and the computer-generated NCAA score sheet or score verification sheet for that event, he/she verifies the scores against the judges' slips for any errors (inclusive of scores due to misordered judges' slips or neutral deductions). **If judges are entering their own scores, the score verification person will verify the scores from the official NCAA score sheet against the score sheet of each judge from each event.**
- If an error is discovered, the scoring coordinator is notified to review and make the necessary corrections. If no errors are found, the score verification person places his/her initials next to the event on that team's score sheet and gives it to the scoring coordinator for further review.
- The scoring coordinator then re-reviews the NCAA score sheet against the judge' slips for that event/team for any errors. If an error is found, the correction is made as needed. **If judges slips are not used, the scoring coordinator will re-review the**

### NCAA score sheet against the judges score sheet or score verification sheet.

- If no errors are found, the scoring coordinator signs off on the score sheet and files the NCAA score sheet with the judges slips for that event in the team's file.
- Inquiry - if there is a score inquiry and a score is changed, the scoring coordinator notes the change on the already verified score sheet, has the change entered into the computer scoring system and reprints the score sheet. The new score sheet and inquiry are filed with the team materials for that event; a copy of the inquiry is given to the coach.
- Only if warranted, at the conclusion of the competition session, a judges' score verification process is conducted with the judging panels. (See Page 6.)
- At the conclusion of each rotation and on completion of the score sheet review process outlined above, with the approval of the scoring coordinator, the head scorer prints off that rotation's score sheets. The scoring coordinator brings each event's score sheet for that rotation to the four event judges to verify scores as meet is in progress. Media services copies the results for distribution to the announcer, head table, coaches and media.
- **Ties:** At the conclusion of the competition, the scoring coordinator should review the final results for ties.
  - In team competition, a tie for second place will be broken by counting six scores per event. If the tie still exists, the team score will be determined by using six scores per event, dropping the high and the low scores and adding the four middle scores.
  - Ties for the advancing all-arounder will be broken by evaluating the highest event score, then the next highest, and will continue until the tie is broken. If not broken, all four judges' scores will be counted for all four events. Ties for advancing event specialists will be broken by counting all four scores on the event. If not broken, the head judge score will be the tiebreaker. If a tie still exists, the advancing individual will be the one with the higher NQS.
  - At the conclusion of the competition, and on completion of the score sheet review process outlined above, with the approval of the scoring coordinator, the head scorer prints off that competition's final score sheets:
    - Scoring coordinator ensures that all team head coaches and all 16 judges sign the 'official' final score sheet
- Media services copies the final score sheet for distribution to the coaches, media and judges.
  - The scoring coordinator signs two (2) official computer score sheets; one e-mailed to the NCAA gymnastics championships administrator and one

remains with the tournament director. All results should be reported to the NCAA after each session of competition.

**Responsibilities of the Scoring Coordinator – Post-Competition**

- Ensure host institution saves all original NCAA score sheets which are signed off by the scoring coordinator and all judges' slips until July 1.
- Ensure NCAA gymnastics championships administrator has been provided a complete set of results.
- Save any notes made during competition; forward to gymnastics championships administrator to permit immediate updates to the Scoring Coordinator Manual for next year's NCAA women's gymnastics regionals.

**MEETING WITH JUDGING PANEL**

Welcome, introduction, thank you in advance and share scoring coordinator's responsibilities and an explanation of schedule of competition:

**Thursday** - *One session, two teams.*

- In case of a **tie during the team competition**, ties for second place will be broken by counting six scores per event. If a tie still exists, the team score will be determined by using six scores per event, dropping the high and the low scores and adding the four middle scores.

**Friday** – *Two sessions, eight teams (four teams in each session) plus all-around and individual event competitors.*

- All-arounders and event specialists will compete with the teams at the end of each rotation.
- In case of a **tie during the team competition**, ties for second place will be broken by counting six scores per event. If a tie still exists, the team score will be determined by using six scores per event, dropping the high and the low scores and adding the four middle scores.
- Ties for the advancing all-arounder will be broken by evaluating the highest event score, then the next highest, and will continue until the tie is broken. If not broken, all four judges' scores will be counted for all four events. Ties for advancing event specialists will be broken by counting all four scores on the event. If not broken, the head judge score will be the tiebreaker. If a tie still exists, the advancing individual will be the one with the higher NQS.
- Individuals will compete in the second round at regionals. Scores achieved in the second round will be used to determine advancing individuals once the regional final is finished (to account for individuals on teams that are eliminated in the regional final) and then the top all-arounder (not on an advancing team) and top specialist for each event (not on an advancing team) will advance to the national championship, in that event only. This method ensures four all-arounders and 16 specialists advance to the championship.

**Saturday** - *One session, four teams.*

- In case of a **tie during the team competition**, ties for second place will be broken by counting six scores per event. If a tie still exists, the team score will be determined by using six scores per event, dropping the high and the low scores and adding the four middle scores.

**All sessions:**

- Scoring is by computer with hand verification as a separate process.
- Score verification will be done during the competition by the scoring coordinator with a review by the judges. If problems arise, however, the judges' verification will take place post-competition. **In addition to this process: If judges are entering their own scores, an additional NCAA score sheet or score verification sheet will be filled out for each rotation and a runner will pick up and bring to head administrative table for score verification.**
- Ensure scores are written clearly on your judges' slip. **If judges are entering their own scores, there will be no judges slips.**

**Start Lists and NCAA Score Sheets:**

- Received prior to competition with gymnasts' names and competition numbers.

**Start Values:**

- Each judge will handle each routine start values.

**Judges' Slips:**

- Make certain both competitor's name and number are correct.
- Since your names are printed on each slip, you *do not* need to initial each slip.
- Place your score in the LARGE box. You do not have to complete the SV or the bonus unless asked to by your chief judge.
- Blank slips will be provided for any lineup changes.
- Slips are color-coded by event.
- **If judges are entering their own scores, there will not be judges slips , just a score verification sheet or NCAA score sheet per rotation.**

**Chief Judges:**

- Once judges' slips are in order (Judge 1 through Judge 4), the computer/headset operator will enter (or call in) the scores, OR, judges slips will be brought to the head table after a pre-determined number of gymnasts have competed in each rotation. **At the end of each rotation, an NCAA score sheet or score verification sheet will be brought to the head administrative table.**
- Line judges will have slips; attach the line judge slip to four judges' slips; indicate the line violation on the chief judge's slip. Indicate any time deductions on chief judge's slip.
- Average score should be placed on the chief judge's slip.

**Lineup Changes:**

Before the start of an event, changes in the lineup may be made by notifying the NCAA scoring coordinator, who will notify the scoring table personnel, meet referee and chief judge at the event (via the chief judge's headset person).

After the event starts, the head coach must notify the chief judge on the event. The chief judge's headset person will notify the scoring table.

Once a team begins an event (chief judge raises the flag for the first student-athlete), a substitute may replace a gymnast in that same position in the lineup; the order of competition may not be changed. A gymnast who is removed from one event lineup may compete in other events.

**Inquires:**

Inquires will be copied and filed with the NCAA computer score sheets for that team/event as well as copied and given to the coach. Those not honored also will be copied, retained and shared.

**Video Review:**

Video review is permitted in accordance with the women's gymnastics rules modifications document.

**Verification:**

Verification will take place *only if necessary* after the competition.

*Process* - Five sets of score sheets are required.

In the judge's room, the score verification person will meet with their respective event judges; that person will read each judge's score for each gymnast for each team, individual all-around gymnast and specialist from the judges' slips. While they are reading from the judges' slips, judges will double-check the score against their notes and the computer score sheet. If there are no mistakes, the scoring coordinator and the meet referee sign a single set of the score sheets.

If mistakes are found, a corrected computer copy will be generated for signatures. (It is helpful for communication, if a committee member with a radio is present.) The scoring coordinator then signs the two (2) corrected as well as the official computer score sheets. One is provided to the NCAA gymnastics championships administrator and one remains with the tournament director.

The announcer will have command of the timed warm-up and the two-minute transition between events.

If you have any issues, please contact the meet referee or scoring coordinator.

***Thank you and good luck!!***

### MEETING WITH FLOOR PERSONNEL

Introduction and explanation of responsibilities - behave in a “neutral” fashion: no clapping, cheering, etc. and only NCAA logos visible.

#### **Runners:**

It is important to get the judge’s slips to the chief judge as quickly as possible. **If using ProScore, it is important for the runner to go to each judges table at the end of each rotation, pick up NCAA score sheet or score verification sheet and take to head administrative table.**

#### **Flashers:**

- Get the score from the judge verbally; when score is posted, put hand on top of flash pole.
- Watch chief judge: when you receive approval, flash the score – circle the digit panel SLOWLY – two (2) times for all spectators and competitors to see.
- Only the average score is raised; circle SLOWLY three (3) times.

#### **Computer/Headset Operator:**

- Test the computer (headset) connection to the head scorer/main computer before competition.
- Enter (call in) each judge’s scores in order by judge’s number (J1 – J4). Record all time and line violations in “ND” column.
- Any trouble – signal the head scorer or scoring coordinator.
- Lineup changes – given to the chief judge by the coach: the chief judge shall immediately communicate those changes to head scorer so corrections can be made.

#### **Event Computer/Headset Operator:**

- Any problem with reading the judges’ score slips, ask the chief judge.
- Enter (or call in) each judge’s score in order by judge’s number (J1 – J4).
- Check for correct name and number of gymnast.
- Ensure scores for all-arounders and individual event specialist are also entered.
- Record all time and line violations in “ND” column.
- Staple four judge’s slips together for each gymnast and set aside in competition order.
- At conclusion of event rotation, and as soon as possible: bring all judges’ slips to that event’s score verification person at the head table.
- Any issues, signal the head scorer or scoring coordinator.
- **Disregard if judges are entering their own scores via a keypad.**

*If necessary, process for judges verification*

- Score verification persons come to judges’ room at the end of the competition for verification of scores: read each judge’s score for each event in question from the judges’ slips while the judges check their notes.

***Thank you to all for your help and cooperation!!***

NATIONAL COLLEGIATE WOMEN'S GYMNASTICS CHAMPIONSHIPS

LINEUP FORM

Institution \_\_\_\_\_

Coach \_\_\_\_\_

VAULT 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_

BARS 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_

BEAM 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_

FLOOR 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_