

Scribe Guidelines

By Sara Uhalde

Thank You For Volunteering!

Tasks of a scribe require focus, preparation, organization, communication, and can provide education.



Scribe: Sara Uhalde, Judge: Nonny Largent, Photo by Eitan Beth-Halachmy

Focus:

The Scribe's main job is to LEGIBLY write every score and remark the judge says, properly and on the correct score-sheet. You are the judge's hand. It is likely your eyes will not leave the page throughout the ride. These efforts ensure that the riders receive all of the valuable information, the ring runs on time, and the riders have fun.

Preparation:

Here is a step-by-step description of your day.

- 1) Budget your time and know how **early** you need to get to the office to **check in**.
- 2) Meet the Volunteer Manager and the rest of our great office staff.
- 3) Get your clipboard complete with day-sheet, tests, extra tests, and any instructions pertaining to your responsibilities.
- 4) **Individually check and compare each test (both sides), and sticker's complete info** (maybe hand written), **to complete info on day sheet**.
 - Check that the test that is printed on the front of the sheet matches the test on the back, and is fully printed (that there was not a printer error that cut off the bottom of the test).
 - Match the test to the sticker and the day-sheet.
 - Match the rider's class, ride time, number, name, and horse on the day sheet to the sticker.
 - **Make sure tests are in sequential order.**
 - Note any problems as you continue to check entire stack.
 - Check that you have blank "**Extra Tests**" for every test being judged (possibly including Free Styles and cheat sheets).

- When you have noted all possible problems bring the stack to the office for assistance with corrections (this helps avoid pulling a very busy staff member aside multiple times).
- 5) When everything is in order and problems are corrected, **meet your gate person and work out a method of communication.**
 - 6) **Meet the judge.**
 - 7) Go to judge's stand to drop off materials; clipboard, day-sheet, tests, extra tests, black pens, red pens, bell, walkie-talkie, and anything else provided by the office.
 - 8) Visit restroom, stretch, grab a drink, and prepare to sit and focus for several hours.
 - 9) **Before start time** have the first test out. Make sure the number on the rider matches the number on the test and the day sheet, and then **write the rider's number on the top-right corner of the test.**
 - Ask and understand **how the judge relays their remarks**, scores, and box numbers. It is customary for the judge to give their remarks first and in giving their score, signal you to move down to the next remarks box.
 - **Write scores immediately and always use whole numbers, 0.0... 5.0, 5.5, 6.0, 6.5, 7.0... 10.0.**
 - If the test requires a gate make sure it is up, possibly by communicating with the gate person.
 - **Keep track of the time** so that the bell can ring right on time.
 - 10) When the last directive box has been scored, check that **every score box** has been filled, add **errors and penalties**, write the total in the space provided (bottom-right corner), and hand the test to the judge to fill out collective and further remarks. If there were any edited scores the judge must **initial** them.
 - 11) **NOW PREPARE** for the next ride; get out the next test, match the number physically on the rider to the number on the test and the day-sheet.
 - If the **numbers do not** match communicate with the rider and make a note, but always write the number that is actually on the rider or the rider's horse in the upper-right corner of the test.
 - Check off that ride on the day-sheet.
 - Check for the gate.
 - Check the time.
 - Give the judge **quiet time** to focus on remarks.
 - As soon as the judge is done filling out remarks; communicate what test is about to be ridden, if you are on time, and if the next rider and their caller are ready to go.
 - 12) Be sure to **check-in with the office** at the beginning of extended breaks (lunch) and at the end of the day (along with returning clipboard and other supplies).

Organization:

The more organized you are the easier it will be to make adjustments, focus on writing during the rides, and keep things running on time. All final decisions are up to the judge, with respect to management. Here are some possible adjustments and things to know.

- **Running early:** The rider is never required to ride earlier than their time, but if the ring is running early and both the rider and judge would like to continue it is allowed.
- **Scratches:** Mark on the day-sheet the ride was scratched, cross-out and write scratch on both sides of the test, and add it to the pile with the scored tests. It must go back to the office.
- **Swapping ride-times:** If both riders have checked in, agreed, and had it approved it is allowed.
- **Errors and Penalties:** If an error (1st error is -2, 2nd -4, 3rd DQ) or penalty (-6 or -10 upon judge's instruction) occurs during the ride write it and circle it in red pen in the directive idea box. These will most frequently accompany a **bell ring**, but not always. These are to be added together and written in the lower-right corner after the ride before handing score-sheet to the judge.

Communication:

The scribe is often the hub of information between the office, gate, exhibitor, and judge.

- **Gathering/Event/Show Management:** Always respect and be aware of how the managers would like any of the above situations to be addressed, and or communicated.
- **Vegas Rules:** "What happens at the judge's table stays at the judge's table." We must retain the confidentiality of our judges, and **never allow what happens or is said at the judge's table to be repeated.**
- **Gate:** Keep the gate person well informed to any inconsistencies and changes that effect order, times, day-sheet, ring, etc.
- **Phrasing:** The judge is careful and deliberate in how they phrase their remarks, so please never re-word or leave part of them out.
- **Abbreviations:** If you are planning on using any time saving form of writing, abbreviations, or symbols, they must be written clearly and be understandable for the exhibitor with little horse knowledge. Struggling to decipher remarks takes joy away from the experience. To be safe run any of these time and hand saving ideas by the judge.
- **No Comment:** If the judge gives a box a score and says "No comment," write the score, leave the remark box empty, and move on to the next directive remarks box.
- **Scores and Remarks:** While listening and scribing **always write down the score you hear IMMEDIATELY**, not after you have caught up on the remarks. If you feel you missed something on the test and need to address it with the judge after the ride, it is almost impossible for them to fairly recall the score they gave.
- **Lost:** if you realize you are not on the same box as the judge, communicate you are lost, and they will tell you what box to go to. Get on track and correct any mistakes after the ride.

- **Overwhelmed:** If you feel you cannot continue, please communicate it to the judge and the office as soon as possible so you can continue until a replacement is found.
- **Personal Relations:** While on duty as a scribe please avoid over-fraternizing with exhibitors you know personally. Be equally friendly and professional toward all riders.

Education:

For those looking to learn even more from this experience, there are many opportunities, as long as it does not distract from or diminish your ability to scribe.

- Make sure the court has been set out accurately, including order of letters.
- Make sure all parts of the judge's stand are secure, there is a safe step up, and the judges **chair is on center line**.
- Check that the ring clock, **call book** and possibly **microphone** are out and in working order.
- Make sure you know the location and number, or name, of each arena and warm-up area for questioning exhibitors.
- Make sure the **gate person understands** when to put up the gate, how and when to adjust poles, when the next rider and handlers can continue along outside of the court (when previous rider has given final salute), how long a rider has to enter after bell (45 seconds), waiting riders must remain behind A, the exhibitor is never required to go early, use of buddy horses, and how to handle scratches, swaps, etc. Discussing tack and attire guidelines and rules, may help them prevent unknowing exhibitors from acquiring penalties.
- Between rides, if the judge is still writing and you are prepared for the next test, have a note pad to write down notes and **questions to bring up to the judge on a break**.
- If you have brought paperwork to track your scribing hours let the judge know at the beginning of the day.

You may not get to watch any rides while scribing, but you will learn plenty in hearing the judge's remarks, associating scores, and doing all you can to help everything run smoothly.

Thank You Again, and Happy Scribing!